PERSONNEL AND ADMINISTRATIVE REFORMS DEPARTMENT

TAMIL NADU MINISTERIAL SERVICE RULES

Corrected up to 31-3-1999

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GOVERNMENT OF TAMIL NADU
1999

TAMIL NADU MINISTERIAL SERVICE RULES

Corrected up to 31-3-1999

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PREFACE

The Personnel and Administrative Reforms (Rules Cell) Department has taken up the work of updating the Rules/Manuals administered by this Department in computer and to bring out upto date editions of the Rules.

2. This book contains the Special rules for Tamil Nadu Ministerial Service Rules corrected up to 31-3-1999.

3. Any error or omission in this publication may be brought to the notice of Personnel and Administrative Reforms (Rules Cell) Department, for issue of correction slips.

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Dated: 25-4-1999.

TAMIL NADU MINISTERIAL SERVICE RULES

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SECTION 22 - TAMIL NADU MINISTERIAL SERVICE

1. **Constitution:-** The service shall consist of the following categories of officers, namely:-

Category-1

Non-Gazetted Personal Assistants.

Office Managers Research Assistant of Tamil Nadu Archives

Superintendents

Office Assistants

Store-Superintendent of the Agriculture Department

Superintendent (Cash) of the Police Department

Manager (E.S.I.) Head Steward Accountant Assistant Lay Secretary Commercial Accountant	In the Medical Services and Family Welfare (Medical Wing) Department.

Private Secretary to Director-General of Police.

Grade A Superintendent and Grade B Superintendent of the Tamil Nadu Archives.

Private Secretary to Commissioner of Land Administration.

Category-2

Omitted.

Category-3

Huzur Head Accountants

Category-4

Omitted

Category-5

Huzur Second Assistants Second Accountants Fair Copying Superintendents	In the Collectors' Offices.	In the Revenue Department

Category-6

Stewards (including the House Steward in the Governor's Household)

Senior Steward

Category-7

Head Clerks in the Departments other than Revenue Department

Assistants

Inspectors, Hindu Religious Charitable Endowments (Administration) Department

Head Clerks (Education) in the Panchayat Union Offices in the District

Category-8

Junior Accountants and Senior Accountants in the Forest Department

Auditor in the Industries Department

Accounts Assistants in the Industries Department

Auditors in the Training Branch of the Employment and Training Department

Head Accountants in Departments other than the Revenue Department

Commercial Accountants in Departments other than the Medical Services and Family Welfare (Medical Wing) Department

Accountants in Departments other than the Revenue Department

Ledger Verifier

Category-9

Cash-Keepers

Cashiers

Treasurers

Bursar in the Technical Education Department

Category-10

Audit Assistants of the Local Fund Audit Department and of the State Trading Schemes Department

Category-11

Librarian, Oriental Manuscripts Library

Assistant Librarian, Oriental Manuscripts Library

Librarian (Upgraded Scale), Department of Legal Studies

Category-12

Assistants (including Inspectors in the Revenue Settlement Parties)

Section Heads, Huzur Treasurers and Accountants in the Treasury and Accounts Department

Assistant Statistical Investigators in the Statistical Branches of the Animal Husbandry Department

District Inspectors of State aided concerns in the Department of Industries and Commerce

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Accountants in Panchayat Union Offices. and Rural Welfare Officers Grade-I.

Assistant employed as Personal Clerk

Assistant-Cum-Cashier

Category-12A

Gujarathi knowing Assistant in the Commercial Taxes Department

Category-12B

Head Clerks in Town Panchayats including Panchayat Townships.

Category-12C

Typist Grade I

Category-13

Omitted.

Category-14

Junior Assistants including Inspectors in the Revenue Settlement Parties and Special Revenue Inspectors in the office of the Director of Harijan Welfare and Comptists in the Treasury and Accounts Department.

Welfare Workers in District Soldiers, Sailors and Airmen Boards.

Explanation:- The Junior Assistants attached to the Deputy Superintendents of Police and the Assistant Director in-charge of Stores in the Department of Tamil Nadu Forensic Science Laboratory, Madras shall be designated as Junior Assistant-cum-Typist.

Rural Welfare Officers, Grade-II and Cashiers in Panchayat Union Offices

Revenue Inspectors and Bill Collectors (Grade-I) in Town Panchayats including Panchayat Townships

Category-14A

Village Administrative Officer

Category-15

Librarians not included in Category-11

Assistant Librarians not included in Category-11

Assistant Stewards (including Assistant House Steward in the Governor's Household)

Junior Stewards

Telephone Operators

Category-16

Store-Keepers

Packer Clerks in the Jail Department

Category-17

Typists and Steno-typists including Machinists in the Treasury and Accounts Department and Telex Operator in the Office of the Special Commissioner and Commissioner of Revenue Administration and in the Collectorates.

Category-18

Linen-Keepers

Laundry Supervisors

Category-19

Omitted.

Category-20

Copyists in the office of the Chief Inspector of Boilers

Category-21

Omitted.

Category-22

Shroffs in Government Press, Madras

Category-23

Omitted.

Category-24

Shroffs Grades I and II in the Office of the Deputy Transport Commissioner, Madras and Regional Transport Authority, Madras.

Category-25

Omitted.

2. Categories and Posts to which direct recruitment may be made:-

Direct recruitment may be made to the following categories, grades and posts:-

Category-1

Commercial Accountant in Medical Education Department if no qualified and suitable candidate is available for appointment by promotion, transfer or by recruitment by transfer.

Category -6

Stewards on Rs.610-20-730-25-955-30-1075

Senior Steward

Category-8

Accounts Assistants in the Industries Department

Commercial Accountant Grade-I and Commercial Accountant Grade-II in the Dairy Development Department

Accountants in the Fisheries Department

Category-9

Cash Keepers on Rs.610-20-730-25-955-30-1075

Cashiers in the Panchayat Union Offices in the Districts.

Category-10

Audit Assistants of the Local Fund Audit Department and of the State Trading Schemes Department

Category-11

Librarian, Oriental Manuscripts Library

Assistant Librarian, Oriental Manuscripts Library

Librarian (Upgraded scale), Department of Legal Studies

Category-12

Assistants, Office of the Commissioner of Revenue Administration (One out of every two substantive vacancies)

Assistants, Office of the Commissioner of Land Administration (One out of every two substantive vacancies)

Assistants, Office of the Director of Land Reforms (One out of every two substantive vacancies)

Assistants, Office of the Commissioner of Commercial Taxes (One out of every two substantive vacancies)

Assistant, Department of Industries and Commerce (40 per cent of the vacancies)

Accountants in the Treasury and Accounts Department (One out of every three substantive vacancies)

Assistants in the Office of the Commissioner of Civil Supplies (One out of every four substantive vacancies)

Assistant Statistical Investigators in the Statistical Branches of the Animal Husbandry Department.

District Inspectors of State-aided concerns in the Department of Industries and Commerce (two out of every three vacancies)

Assistants in the Office of the Commissioner of Agricultural Income Tax (One out of every two substantive vacancies)

Personal Assistant in the Office of the Commissioner of land Administration

Category-12A

Gujarathi knowing Assistants in the Commercial Taxes Department

Provided that direct recruitment to this category shall be made only when no qualified and suitable Assistant, Junior Assistant or Typist is available for appointment or promotion as Gujarathi knowing Assistant.

Category-13

Omitted

Category-14

Junior Assistants other than those in the Connemara Public Library but including Inspectors in Revenue Settlement Parties Welfare Workers in District Soldiers' Sailors' and Airmens' Boards and Comptists in the Treasury and Accounts Department.

In the case of Junior Assistants in the Office of the Commissioner of Revenue Administration, Office of the Commissioner of Land Administration, Office of the Commissioner of Agriculture Income Tax, Office of the Commissioner of Commercial Taxes, three out of every four vacancies shall be made.

Provided that in the case of Junior Assistants in the Office of the Commissioner of Revenue Administration, Office of the Commissioner of Land Administration, Office of the Commissioner of Agriculture Income Tax, Office of the Commissioner of Commercial Taxes, one

out of every four vacancies may be filled up by persons from the District Revenue Establishment.

Provided also that in the case of Junior Assistants in the Commissioner of Commercial Taxes, one out of every four vacancies may be filled up by persons from the subordinate offices of the Commercial Taxes Department.

Rural Welfare Officers Grade-II and Cashiers in Panchayat Union Offices.

Provided also that in the case of Junior Assistants, Rural Welfare Officers, Grade-II and Cashiers in each unit of the Panchayat Development Department, ten percent of the vacancies to be filled up by direct recruitment shall be reserved to be filled up from among the Record Clerks of the Panchayat Unions and another ten percent shall be reserved to be filled up from among the part-time Clerks in the Village Panchayats if the Record clerk of the Panchayat Union and the part time clerk of the village Panchayats has put in a regular service for a period of not less than five years in the post held by him and possess the Minimum General Educational Qualification as prescribed in the Schedule to the General Rules to the Tamil Nadu State and Subordinate Services irrespective of age and the remaining eighty percent shall be reserved to be filled up by open competition in the cycle indicated below:

(1) Record Clerk

(2) Open Competition

(3) Open Competition

(4) Open Competition

(5) Open Competition

(6) Part-time Clerk

(7) Open Competition

(8) Open Competition

(9) Open Competition

(10) Open Competition

Explanation.- The rotation referred to above is only to reserve the vacancies for such candidates and their seniority in the post will however be in the order fixed by the Commission while drawing the list of approved candidates on the results of competitive examination following the rule of reservation of appointments.

Revenue Inspectors and Bill Collectors (Grade-I) in Town Panchayats including Panchayat Townships.

Junior Assistant-cum-Typist in the Tamil Nadu Forensic Science Laboratory.

Category-15

Librarians on Rs.610-20-730-25-955-30-1075

Assistant Librarian

Assistant Stewards

Junior Stewards

Telephone Operators

Category-16

Store-Keeper of Medicines in the Medical Services and Family Welfare (Medical Wing) Department of Store-Keepers on Rs.610-20-730-25-955-30-1075 and below in all Departments.

Packer Clerks in the Jail Department

Store-Keeper, Grade-II on Rs.705-20-745-25-845-35-1230 Department of Industries and Commerce (40 per cent of the vacancies)

Store-Keeper on Rs.705-20-745-25-845-35-1230 in the Training Branch of the Employment and Training Department (25 per cent of the vacancies with the first vacancy going to the direct recruit in each cycle of 4 vacancies)

Category-17

Typists and Steno-Typists including Machinists in the Treasury and Accounts Department and Telex Operator in the Office of the Special Commissioner and Commissioner of Revenue Administration and in the Collectorates.

Category-18

Linen-keepers on Rs.610-20-730-25-955-30-1075 and below and Laundry Supervisors on Rs.610-20-730-25-955-30-1075 and below.

Category-19

Omitted.

Category-20

Copyists in the Office of the Chief Inspector of Boilers

Category-21

Omitted.

Category-22

Shroffs in Government Press, Madras.

Category-23

Omitted.

Category-24

Shroffs Grade-I and II in the Office of the Deputy Transport Commissioner, Madras and Regional Transport Authority, Madras.

3. Method of Recruitment-Special:-

(a) Besides promotion as provided in rule 4:-

(i) Appointment to the posts of House Steward and Assistant House Steward in the Governor's Household may, for Special reasons, be made by recruitment by transfer from any other service or by direct recruitment.

(ii) Appointment to the post of Cashier in the Governor's Household shall, for Special reasons, be made by transfer from the category of House Steward and vice versa.

(iii) Appointment to the post of Assistant in the Governor's Household shall, for Special reasons, be made by transfer from the Category of Assistant House Steward and vice versa.

(b) Besides promotion as provided in rule 4, appointment of Assistant or Store-keeper in the Quinine Branch of the Jail Department shall be made by the selection of a suitable and qualified member of the service employed in the Jail Department. If no such member is available, appointment may be made by direct recruitment or by recruitment by transfer from any other service.

(c) Appointment of Junior Assistants in the Connemara Public Library shall be made by recruitment by transfer from First Grade Attendents of the Madras General Subordinate Service employed in that Library.

(d) Appointment to one of or both the post of Superintendent in the office of the Commissioner of Commercial Taxes shall be made by promotion from the category of Head Clerks in the offices of Deputy Commissioners, who are in the cadre of Assistant Commercial Tax Officers, or by recruitment by transfer from the Category of Assistant Commercial Tax Officers in the Madras Commercial Taxes Subordinate Service.

(e) (i) Besides by direct recruitment and promotion as provided in he rules 2 and 4, the posts of Junior Assistants, Assistants, Inspectors and Superintendents in the Tamil Nadu Ministerial Service in the Hindu Religious and Charitable Endowments Department shall be filled up by recruitment by transfer from the Executive Officers Grade I to Grade IV of the Tamil Nadu Hindu Religious and Charitable Endowments Subordinate Service, in the appropriate Grades:

Provided that vacancies in the categories of Superintendents, Inspectors and Assistants except Junior Assistants in the Tamil Nadu Ministerial Service both substantive and temporary posts shall be filled up in the proportion specified below:-

(i) 80% by appointment by promotion from the Tamil Nadu Ministerial Service.

(ii) 20% by recruitment by transfer from the Hindu Religious and Charitable Endowments Subordinate Service.

Provided further that appointment to all the posts except Junior Assistant in the Tamil Nadu Ministerial Service shall be made in accordance with the above proportion and shall be in the order of rotation specified below in every cycle of ten vacancies.

(1) By Promotion

(2) By Promotion

(3) By Promotion

(4) By Promotion

(5) By recruitment by transfer from the Hindu Religious and Charitable Endowments Subordinate Service.

(6) By Promotion

(7) By Promotion

(8) By Promotion

(9) By Promotion

(10) By recruitment by transfer from the Hindu Religious and Charitable Endowments Subordinate Service:

Provided further that if no qualified and willing candidates are available for appointment by recruitment by transfer from the Tamil Nadu Hindu Religious and Charitable Endowments Subordinate Service the vacancy shall be filled up by promotion from the lower category from the Tamil Nadu Ministerial Service.

Provided also that if an Executive Officer Grade I opts to be appointed as Superintendent, he shall be allowed to draw the pay in the time scale of pay of Executive Officer Grade I.

(ii) Vacancies in the category of Junior Assistants in the Tamil Nadu Ministerial Service both substantive and temporary posts shall be filled up in the proportion specified below:-

(i) 60% by direct recruitment.

(ii) 20% by recruitment by transfer from any other service.

(iii) 20% by recruitment by transfer from Grade IV Executive Officers in the Tamil Nadu Hindu Religious and Charitable Endowments Subordinate Service.

(iii) Appointment to the post of Junior Assistants shall be made in accordance with the above proportion and shall be in the order of rotation specified below in every cycle of ten vacancies.

(1) By direct recruitment.

(2) By direct recruitment.

(3) By direct recruitment.

(4) By recruitment by transfer from any other service.

(5) By recruitment by transfer from Executive Officers Grade IV in the Tamil Nadu Hindu Religious and Charitable Endowments Subordinate Service.

(6) By direct recruitment.

(7) By direct recruitment.

(8) By direct recruitment.

(9) By recruitment by transfer from any other service.

(10) By recruitment by transfer from Executive Officers Grade IV in the Tamil Nadu Hindu Religious and Charitable Endowments Subordinate Service:

Provided that if no qualified and willing candidate is available for appointment by recruitment by transfer from the Tamil Nadu Hindu Religious and Charitable Endowments Subordinate Service, the vacancy shall be filled up by direct recruitment; and

Provided that this sub-rule shall not apply to the Assistants and Upper Division Inspectors who were in service on the 30th September 1951 and who had put in atleast five years' service as Assistants or Inspectors, as the case may be.

(f) Appointment of Superintendents in the Office of the State Port Officer, Madras and other Port Offices at Out-Ports shall be made by recruitment by transfer from the category of Port Conservators in the Tamil Nadu Port Subordinate Service.

(g) For Special reasons appointment may be made to any category or post other than those referred to in sub-rules (b), (c), (d), (e) and (f) by recruitment by transfer from any other service.

(h) Appointments to any of the categories in the service in the Hindu Religious and Charitable Endowments (Administration) Department shall be made only from among persons professing the Hindu religion in accordance with the provisions of Section 9 of the Madras Hindu Religious and Charitable Endowments Act, 1951 (Madras Act XIX of 1951).

(i) Appointment to the post of the Office Assistant to the Director of Museums and Associate Librarian, Connemara Public Library, shall be made by promotion from the category of Assistants in the staff of the Government Museum and if no qualified and suitable candidates is available in the staff of the Government Museum, appointment shall be made by recruitment by transfer of a person, possessing the B.A., or B.Sc., Degree of any University recognised by the University Grants Commission for the purpose of its grant from any other Office of the State Government in the City of Madras; if no suitable candidates is available for such transfer, by direct recruitment.

(j) Besides promotion, as provided in rule 4, appointment to the post of Accountant in the Co-operative Department shall be made by transfer from among Senior Inspectors of Co-operative Societies in the Tamil Nadu Co-operative Subordinate Service.

(k)(i) Appointment to the post of Superintendent, Office of the Director of Government Examinations, shall be made—

(1) by promotion from among Accountant in the Office of the Director of Government Examinations.

(2) by transfer from among the Superintendents in the Office of the Director of Public Instruction.

(ii) Appointment to the posts of Superintendents in the Office of the **Director of Government Examination** shall be made by transfer from among Superintendents, in the Office of the Director of Public Instruction, if persons of the requisite calibre are not available in the Office of the Director of Government Examinations for promotion.

(l) Omitted.

(m)Appointment to the post of the Special Revenue Inspector in the Office of the **Director of Harijan Welfare** shall be made from among the Junior Assistants in that Office or in any other office of the Revenue Department.

(n)(i) Besides promotion, as provided in rule 4, appointment to the post of Superintendent in the Office of the Commissioner of Revenue Administration shall be made by recruitment by transfer from among the Deputy Tahsildars and Tahsildars if no suitable candidates are available for promotion; in his office;

(ii) Besides Promotion, as provided in rule 4 and direct recruitment as provided in rule 2, appointment to the post of Assistant in the Office of the Commissioner of Revenue Administration shall be made by transfer from among the Assistants in the District Revenue Establishments, if no suitable candidates are available for promotion in his office or for direct recruitment;

(iii) Appointment to the post of Junior Assistant in the Office of the Commissioner of Revenue Administration shall be made by transfer from among the Junior Assistants in the District Revenue Establishments upto a limit of 25 percent of the vacancies (Permanent or Temporary);

(o) Omitted.

(p) Omitted.

(q) (i) Besides promotion, as provided in rule 4, appointment to the post of Assistant in the Office of the Commissioner of Commercial Taxes may be made by transfer from among the persons of the District Establishment of the Commercial Taxes Department upto a limit of 25 per cent of the vacancies permanent or temporary;

(ii) Appointment of Junior Assistant in the Office of the Commissioner of Commercial Taxes may be made by transfer from among the persons of the District Establishment of the Commercial Taxes Department upto a limit of 25% of the vacancies permanent or temporary;

(iii) Besides direct recruitment as provided in rule 2, appointment to the post of Gujarathi knowing Assistant in Commercial Taxes Department shall be made by promotion from Junior Assistants, Steno-typists and Typists in the Commercial Taxes Department, qualified in the Gujarathi language and by transfer from among Assistants in Commercial Taxes Department, qualified in the Gujarathi Language.

(iv) Appointment to the post of Assistant in any office of the Commercial Taxes Department other than the office of the Commissioner of Commercial Taxes may, for special reasons, be made by transfer from among the Gujarathi knowing Assistants in the Commercial Taxes Department if they are qualified and suitable after completion of probation for such period as to appointing authority considers necessary.

(r)(i) The post of Superintendents and Office Managers, Grade-I in the **Jail Department** shall be interchangeable and appointment to the posts shall be made by promotion from Office Manager, Grade-II of that Department;

(ii) Appointment of Office Managers, Grade-II in the **Jail Department** shall be made by promotion from among Assistants in that Department.

(s) Besides direct recruitment as provided in rule 2 and promotion as provided in rule 4, appointment of Accountants in the **Treasury and Accounts Department** shall be made by transfer from the categories of Audit Assistants in the Local Fund Audit Department.

(t) Besides promotion as provided in rule 4, appointment to the post of Superintendent in the Office of the **Director of Handlooms** may be made by recruitment by transfer from among Senior Inspectors of Co-operative Societies in the Madras Co-operative subordinate Service, working in the same Office.

(u) Omitted.

(v) (i) Besides promotion, as provided in rule 4, appointment to the post of Superintendent in the Office of the Commissioner of Land Administration and the Director of Settlements, Madras, may be made by transfer from among the Deputy Tahsildars and Tahsildars if no suitable candidates are available for promotion, in those offices.

(ii) Besides promotion, as provided in rule 4, appointments to the post of assistants in the Office of the Commissioner of Land Administration and the Director of Settlements, Madras, may be made from among the Assistants of the District Revenue Establishments if no suitable candidates are available for promotion in those offices.

(w) Appointment of Junior Assistants in the Office of the Commissioner of Agriculture Income Tax may be made by transfer from among the Junior Assistants of the District establishment of the Agricultural Income Tax Department upto a limit of 25% of the vacancies, permanent or temporary.

(x) Appointment to the post of Bursar in the College of Engineering, Guindy, of the **Technical Education Department** shall be made by promotion from the Managers in the Engineering Colleges and Polytechnics and Superintendents of the Office of the Director of Technical Education or by recruitment by transfer from among the Auditors of the Education Department in the Madras General Subordinate Service.

(y) Besides direct recruitment as provided in rule 2, appointment to the post of Store-keeper Grade-I in the **Agriculture Department** may be made by promotion from among Store-keepers, Grade-II of the Department.

(z) Besides direct recruitment as provided in rule 2, appointment to the post of Senior Steward in the **Agriculture Department** may be made by promotion from Junior Stewards, Assistants or by transfer from Superintendents of the Department.

(aa)(i) Besides direct recruitment as provided in rule 2, appointment to the posts of Junior Assistants in the **Directorate of Tamil Development** shall be made by transfer from the category of Typists and Steno-Typists in that Directorate or by transfer from any other Department;

(ii) Besides direct recruitment as provided in rule 2, appointment to the posts of Typists and Steno-typists in the Directorate of Tamil Development shall be made by transfer from the category of Typists and Steno-typists from any other Department.

(bb) Besides promotion as provided in rule 4 and direct recruitment as provided in rule 2, appointment to the posts of District Inspectors of State-aided concerns may be made by transfer from among Assistants in the Department of Industries and Commerce.

(cc) Deleted.

(dd)(i) Appointment to the post of Superintendents, Office of the Director of **Correctional Administration** shall be made by transfer from Office Managers of Government Approved Schools or by promotion from among Assistants in the Department of Correctional Administration.

(ii) Appointment to the post of Office Managers in Government Approved Schools shall be made by transfer from Superintendents, Office of the Director of **Correctional Administration** or by promotion from among Assistant in the Department of Correctional Administration.

(ee) Appointment to the post of Manager in the Office of the Director of **Animal Husbandry,** Madras, shall be made by promotion from among the holders of the posts of Superintendents in the Animal Husbandry Department.

(ff)(i) Appointment to the post of Superintendent in the Office of District Election Officer, Madras City shall be made by promotion from among the Assistants borne on the establishment of the Madras **Collector's Office** or by recruitment by transfer from among the Deputy Tahsildars in the Tamil Nadu Revenue Subordinate Service in the Madras Collector's Office.

(ii) Appointment to the posts of Assistants in the Office of the District Election Officer, Madras City shall be made by transfer from among Assistants in the Madras Collector's Office or by promotion from among the Junior Assistants in the Madras Collector's Office or from among the Junior Assistants appointed by direct recruitment in the District Election Office, Madras City in Special circumstances.

(iii) Appointment to the post of Typist in the Office of the District Election Officer, Madras City shall be made by transfer from among the Typists in the Madras Collector's Office.

(iv) Besides direct recruitment as provided in rule 2, appointment to the post of Junior Assistant in the Office of the Returning Officer for Parliamentary and Assembly Constituencies, Madras City (Commissioner, Corporation of Madras), may be made by transfer from among the Junior Assistants in the Collector's Office, Madras.

(gg) Besides direct recruitment as provided in rule 2, and promotion, as provided in rule 4, appointment to the following categories of posts in the Dairy Development Department may be made as under:

(i)	Commercial Accountant Grade-I	..	By transfer from among Superintendents in the Dairy Development Department.
(ii)	Commercial Accountant Grade-II	..	By transfer from among Assistants of similar posts carrying the same scale of pay in the Tamil Nadu Ministerial Service.

(hh) Besides promotion as provided in rule 4, appointment to the posts of Superintendent and Assistants in the Office of the Director of Land Reforms may be made as specified in Column (2) of the table below, if no suitable candidates are available for promotion in the office of the Director of Land Reforms.

The Table

	Posts (1)		*Method of Appointment* (2)
i)	Superintendents	..	By recruitment by transfer from among Deputy Tahsildars and Tahsildars in the Tamil Nadu Revenue Subordinate Service.

ii) Assistants .. By transfer from among Assistants in the District Revenue Units.

(ii)(i) Appointment to the posts of Superintendents in the Office of the Director of Urban Land Ceiling and Urban Land Tax and in the Offices of the Assistant Commissioners of Urban Land Tax shall be made by transfer from among the Superintendents in the Urban Land Tax Department or in other branches of the Revenue Department or by transfer from among the Superintendents in other branches of the Revenue Department or by recruitment by transfer from among the members of the Tamil Nadu Revenue Subordinate Service;

(ii) Appointment to the post of Superintendents in the Office of the Director of Urban Land Ceiling and Urban Land Tax and in the Offices of the Assistant Commissioner of Urban Land Tax shall be made by promotion from among the Assistants in the Urban Land Tax Department or from among the Assistants of the District Revenue Units or other Branches of the Revenue Department, or by recruitment by transfer from among the Deputy Tahsildars of the District Revenue Units or by transfer from among the Superintendents of other branches of the Revenue Departments;

(iii) Appointment to the post of Assistants in the Office of the Director of Urban Land Ceiling and Urban Land Tax and in the Office of the Assistant Commissioners, of Urban Land Tax shall be made by promotion from among the Junior Assistants in the Urban Land Tax Department or from among Junior Assistants of the District Revenue Units or other branches of the Revenue Departments or by transfer from among the Assistants of the District Revenue Units or from among the Assistants of other branches of the Revenue Department.

(iv) Besides direct recruitment as provided in rule 2, appointment to the posts of Junior Assistants and Typists in the Office of the Director of Urban Land Ceiling and Urban Land Tax and in the Offices of the Assistant Commissioners of Urban Land Tax shall be made by transfer from among the Junior Assistants and Typists of the District Revenue Unit or from other branches of the Revenue Department, respectively.

(jj) Appointments to the posts of Superintendents in the National Cadet Corps Offices shall be made by promotion from among the Head Clerks in those Offices.

(kk) (i) Besides Promotion as provided in rule 4, appointment to the post of Superintendent in the Office of the Commissioner of Civil Supplies and Consumer Protection inclusive of Subordinate Offices under its control, may be made by transfer from the category of Deputy Tahsildars and Tahsildars, if no suitable candidate is available and also by transfer from the categories of Godown keepers, Accountants and Assistant Supervisors. The service rendered by persons in the categories of Godown keepers, Accountants and Assistant Supervisors shall be treated as service in the category of Superintendent for all purposes limited to the period of which they would acted as Superintendent, but for their appointments as Godown keepers, Accountants and Assistant Supervisors provided they possess during that period the requisite qualifications prescribed for the post of Superintendents.

(ii) Besides promotion as provided in rule 4, and direct recruitment as provided in rule 2, appointment to the post of Assistant in the Office of the Commissioner of Civil Supplies may be made by transfer from among the Assistants in the District Revenue Establishments and other Department, if no suitable candidate is available for promotion in the Office of the Commissioner of Civil Supplies and Consumer Protection inclusive of Subordinate Offices under its control or by direct recruitment:

Provided that nothing contained in this clause shall apply to the persons of other departments who were appointed as Assistants in the Civil Supplies Department prior to the 2nd July 1975.

(ll) (i) Appointment to the post of Superintendent in the Public Health and Preventive Medicine Department shall be made by promotion from among the holders of the posts of Assistants including Store-keepers in the category of Assistants or by transfer from Accountants in the said Department;

(ii) Appointment to the post of Accountant in the Public Health and Preventive Medicine Department shall be made by promotion from among the holders of the posts of Assistants including Store-keepers in the category of Assistants or by transfer from Superintendents in the said Department;

(iii) Appointment to the post of Store-keeper/Store-Clerk in the category of Assistant in the Food Analysis and Water Analysis branches may, besides promotion from among the holders of the posts of Junior Assistants/Typist/Steno-typist, be made by transfer from among the holders of the post of Assistant in the other branches of the Public Health and Preventive Medicine Department and vice-versa.

(mm) Appointment to the posts of Accountants in the Office of the Commissioner of Labour shall be made by promotion from among the holders of the post of Assistants in the Labour Department, who have put in service of two years as Assistant in the Labour Department.

(nn) Besides direct recruitment as provided in rule 2, and promotion as provided in rule 4, appointment to the posts of Accountants in the Fisheries Department shall be made by transfer from among the Superintendents in that Department.

(oo) Besides promotion as provided in rule 4, appointment to the post of Assistant in the Archaeological Department may be made by transfer from among the Assistant in any other Department.

(pp) Besides promotion as provided in rule 4, appointment to the posts of Superintendents in the Office of the Assistant Director of Ex-servicemen's Welfare in the Districts shall be made by recruitment by transfer from among the holders of the posts of Deputy Tahsildars in the Tamil Nadu Revenue Subordinate Service.

(qq) Besides promotion as provided in rule 4, appointment to the post of Assistants in the Office of the Commissioner of Agricultural Income Tax, Madras may be made by transfer from among the qualified Assistants either in the District Establishment of Agricultural Income Tax Department or in the District Revenue Establishment.

(rr) Appointment to the post of Private Secretary to the Director-General of Police, shall be made by transfer from the category of Assistant Managers in the Special Branch, Criminal Investigation Department, Madras.

(ss) Appointment to the post of Assistant employed as Personal Clerk in the Office of the Director of Survey and Settlement shall be made by transfer from the category of Assistant in that Department.

(tt) Appointment to the post of Assistant employed as Personal Clerk in the Office of the Director of Agriculture shall be made by transfer from among the holders of the post of Assistant or by promotion from among the holders of the post of Typist or Steno-typist in that Department.

(uu) Appointment to the post of Assistant employed as Personal Clerk in the Office of the Industries Commissioner and Director of Industries and Commerce shall be made by transfer from among the holders of the post of Assistant or by promotion from among the holders of the post of Junior Assistant or Typist or Steno-typist in that Department.

(vv) Appointment to the post of Accountant in the office of the Tamizhagam Guest House, Udagamandalam shall be made,

(i) by promotion from among the holders of the post of Assistants in the Directorate of Information and Public Relations Department; or

(ii) by transfer from among the Accountants in other Departments in the Tamil Nadu Ministerial Service carrying the same scale of pay as that of Accountant in Tamizhagam Guest House, Udhagamandalam; or

(iii) by recruitment by transfer from among the Assistants in the Tamil Nadu Secretariat Service.

(ww) Besides promotion as provided in rule 4, appointment to the post of Commercial Accountant in the Medical Education Department shall be made by transfer from any other Category or by recruitment by transfer from any other service.

(xx) (i) Besides promotion, as provided in rule 4, appointment to the post of Superintendent in the Office of the Commissioner of Land Administration shall be made by recruitment by transfer from among the Deputy Tahsildars if no suitable candidates are available for promotion;

(ii) Besides promotion, as provided in rule 4 and direct recruitment as provided in rule 2, appointment to the posts of Assistants in the Office of the Commissioner of Land Administration shall be made by transfer from among the Assistants of the District Revenue Establishments, if no suitable candidates are available for promotion or for direct recruitment;

(iii) Appointment to the post of Junior Assistant in the Office of the Commissioner of Land Administration shall be made by transfer from among the Junior Assistants in the District Revenue Establishments upto a limit of 25 percent of the vacancies (Permanent or Temporary).

4. **Promotion:** Appointment to any category or grade may be made by promotion from any other category or grade of which the rate of pay or the maximum pay is lower:

Provided that the Telephone Operators shall not be eligible for direct promotion as Accountants:

Provided further that all substantive vacancies in the School Education Department existing or that may arise on or after the 2nd November 1978 shall be filled from among the staff of 'A' and 'B' Wings in the ratio of 5:3 as per the combined seniority lists 'A' and 'B' Wings drawn up as on the 1st November 1978 in the following cycle of 8:-

A Wing : 1

B Wing : 1

A Wing : 1

B Wing : 1

A Wing : 1

B Wing : 1

A Wing : 1

A Wing : 1

5. **Promotion to Selection posts:** Promotion to the categories and grades specified in Annexure I shall be made only on grounds of merit and ability, seniority being considered only where merit and ability are approximately equal:

Provided that for filling up of a single vacancy, the claims of the first five qualified persons in the seniority list in category shall be considered and that the same proportion shall be maintained in making selection for more than a single vacancy:

Provided further that if the first five qualified persons, after consideration of their claims, are found not suitable for the post, the claims of the next five qualified persons shall be considered:

Provided further that out of every five vacancies in the post of Assistant and the posts which carry the scale of pay of Assistant, the first four vacancies shall be filled up from the post of Junior Assistant and the posts which carry the scale of pay of Junior Assistant, and fifth vacancy shall be filled up from the post of Typist including Steno-typist:

Provided also that in the School Education Department the vacancy in the post of Assistant ear marked to be filled up from the post of Typist including Steno-typist belonging to B Wing with reference to the second proviso to rule 4 of these Rules shall be filled up from the post of Junior Assistant and the posts which carry the scale of pay of Junior Assistant of B Wing, if no suitable candidates is available from the post of Typist including Steno-typist belonging to B Wing:

Provided also that the proportion of 4:1 prescribed in the third proviso, shall not be followed in respect of the appointments in the Directorate of National Cadet Corps and Unit Officers of the said Directorate:

Provided also that the proportion of 4:1 prescribed in the third proviso shall not be applicable in respect of appointments in the Panchayat Development Department.

5.A. **Promotion to Typist Grade I** - (a) Promotion to Typist Grade I shall be made from the category of Typists opting to remain in the Typist line in accordance with the seniority of Typists.

(b) The appointing authority for the post of Typist Grade I shall be the authority Competent to appoint a Typist.

[G.O.Ms.No.285, P&AR (B) Deptt., dt. 7-9-1995.]

6(a). **Promotion-Grade A - Superintendent, Research Assistant and Grade B - Superintendent of the Tamil Nadu Archives.-**

(i) Appointment to the post of Grade A - Superintendent shall be made by selection from among the Research Assistants;

(ii) Appointment to the post of Research Assistant shall be made by selection from among the Grade B - Superintendent; and

(iii) Appointment to the post of Grade B - Superintendent shall be made by selection from among the Assistants in that Office;

(b) **Promotion - Examiner in the Office of the Director of Medical Services and Family Welfare, Madras:-**

Appointment to the post of Examiner, borne on the category of Assistant in the Office of the Director of Medical Services and Family Welfare, Madras, shall be made by selection from among the Senior Typist in that Office, who have put in not less than twenty years of service in the category of Typists and who possess the minimum general educational qualification. A pass in the Account Test for Subordinate Officers Part-I and in the Departmental Test in Madras Medical Code shall not be insisted upon as qualification for such promotion.

(c) (i) **Promotion - Accounts Assistants in the Industries Department:-**

Appointment to the posts of Accounts Assistants in the Industries Department shall be made by selection from among the members of the service in the post of Commercial Accountants, Auditors and Superintendents of that Department.

(ii) **Promotion - Auditors and Commercial Accountants in the Industries Department:-**

The holders of the posts of Assistants in the Industries Department who are appointed by promotion as Auditors and Commercial Accountants in that Department shall be entitled to paper postings as Superintendents, when they get their chance and likewise Assistants who are appointed by recruitment by transfer to the posts of Survey and Statistical Inspectors in the Tamil Nadu Industries Subordinate Service shall be entitled to paper postings as Superintendents. Commercial Accountants and Auditors in the Ministerial Service when they get their chance. Qualified Superintendents may be transferred and posted as Auditors and Commercial Accountants and they will

however take their seniority in the category of Commercial Accountants/ Auditors from the date of their acquiring the special qualifications prescribed for the post of Auditors/Commercial Accountant.

(d) **Promotion:-** Appointment to the post of Auditor in the Training Branch of the Employment and Training Department shall be made by selection from among the members of the service in the post of Assistants, Store-keepers and Accountants.

(e) **Promotion: Store-Superintendent in the Agriculture Department:-**

Appointment to the post of Store Superintendent in the Agriculture Department shall be made by selection from among the Store-keepers, Grade I of the Department, having experience in Engineering Stores their maintenance and Accounts.

(f) **Promotion:-** Assistants in the Directorate of Rural Development, Panchayat Union Offices, Panchayat Development Branches in the Collectorates, Divisional Development Offices, Rural Extension Training Centres and Tamil Nadu Local Administration Radio and Television Maintenance Organisation, Accountants in the Panchayat Union Offices and Rural Welfare Officers Grade I.— Appointment to the posts of Assistant in the Directorate of Rural Development, Panchayat Union Offices, Panchayat Development Branches in the Collectorates, Divisional Development Offices, Rural Extension Training Centres and Tamil Nadu Local Administration Radio and Television Maintenance Organisation, Accountant in the Panchayat Union Offices and Rural Welfare Officer Grade I shall be made by promotion from among the Junior Assistants, Typists including Steno-typists in the Directorate of Rural Development, Panchayat Union Offices, Panchayat Development Branches in the Collectorates, Divisional Development Offices, Rural Extension Training Centres and Tamil Nadu Local Administration Radio and Telephone Maintenance Organisation and Cashiers in the Panchayat Union Offices and Rural Welfare Officer, Grade II.

7. **Appointment of Junior Assistants in the Agriculture Department:-**

Out of every six substantive vacancies in the category of Junior Assistants in the Agriculture Department, the first five vacancies shall

be filled by candidates selected by the Commission for appointment as Junior Assistants and the sixth by the promotion of Store-keeper, Grade II, in that Department who possesses the minimum general educational qualification prescribed in the Schedule to the General Rules and has also satisfactorily completed his probation as a Store-keeper. If a qualified Store-keeper is not available for promotion, the vacancy shall be filled by a candidates selected by the Commission for appointment as Junior Assistant and when thereafter a qualified Store-keeper becomes available, he shall be appointed to the next vacancy. The promotion of Store-keepers as Junior Assistants shall be made in order of preference from lists of qualified candidates prepared by the Director of Agriculture on a linquistic basis:

Provided that during the period beginning from 17th October, 1955 and ending with 16th October 1956, the above rule shall apply with the modification that out of every four substantive vacancies in the category of Junior Assistants in the Agricultural Department, the first three vacancies shall be filled by candidates selected by the Commission for appointment as Junior Assistants and the fourth by the promotion of Store-keeper, Grade II.

8. Omitted.

9. **Transfers between categories:-**

(a) A Junior Assistant or Telephone Operator shall be eligible for appointment as Typist or Steno-typist, or a Typist or Steno-typist shall be eligible for appointment as a Junior Assistant or Telephone Operator, if he is qualified and suitable and if he has satisfactorily completed his period of probation as Junior Assistant or Telephone Operator or as Typist or Steno-typist, as the case may be.

(b) A Cashier in the Treasuries and Accounts Department shall be eligible for appointment as Junior Assistant in that Department, if he is qualified and suitable and if he has satisfactorily completed his period of probation as Cashier.

(c) A Telephone Operator or a Telex Operator shall be eligible for appointment as Junior Assistant if he is qualified and suitable and has put in a minimum period of not less than three years of service in the category of Telephone Operator or Telex Operator, as the case may be.

(d) Bill Collector, Grade I in the Town Panchayats and Panchayat Townships shall be eligible for appointment as Junior Assistant vice verse. (w.e.f. 16-12-1988 G.O.Ms. No. 153, P & AR (B) Department, dated 21-6-1998).

Provided that nothing contained in this sub-rule shall apply to the Bill Collectors and Record Clerks who were holding the post of Junior Assistant in the Town Panchayat Department as on 4th April 1990.

10. **Appointing Authority:-**

The appointing authorities for the categories and posts specified in column (1) of Annexure II shall be the authorities specified in the corresponding entry in column (2) thereof.

Except as otherwise provided in the said Annexure, all powers of first appointment, discharge, suspension or termination of probation re-appointment, promotion, transfer and appointment as full member in respect of the said categories and posts shall be exercised by these authorities.

11. **Departmental Unit-Recruitment:-**

For purposes of direct recruitment to the service, a 'departmental unit' shall mean—

(a) in the City of Madras, each office; and

(b) outside the City of Madras, each department in each District;

Provided that each office or group of offices specified below shall be a departmental unit:-

(i)	Agriculture Department	..	All Offices in the City of Madras and outside together
(ii)	Revenue Administration Department	..	Office of the Commissioner of Revenue Administration.
(iii)	Commissioner of Land Administration	..	Office of the Commissioner of Land Administration.

(iii-A)	Commissioner of Agricultural Income Tax	.. Office of Commissioner of Agricultural Income Tax.
(iv)	Office of the Commissioner of Commercial Taxes:	.. Commercial Taxes Branch.
(v)	Commercial Taxes Department	.. (i) All Offices in each Commercial Taxes Division other than Madras (North) and Madras (South) Divisions.
		(ii) All Offices in Madras (North) and Madras (South) Divisions together
(vi)	Co-operation Department	.. All Offices in the City of Madras and outside together.
(vii)	Electrical Inspectorate	.. All Offices of the Electrical Inspectorate in the City of Madras and outside together
(viii)	Fisheries Department	.. All Offices in the City of Madras and outside together
(ix)	Hindu Religious and Charitable Endowments (Administration) Department	.. All Offices in the City of Madras and outside together
(x)	Industries Department	.. All Offices in the City of Madras and outside together excluding Industrial Co-operative and Construction Branches
(xi)	Local Administr-ation Department	.. Office of the Director of Municipal Administration.

(xii) Local Fund Audit Department	..	All Offices in the City of Madras and outside together
(xiii) Medical Services Family Welfare Department (Medical Wing) including the Department of Indian Medicine, the Medical Education Department, the District Family Planning, Maternity and Child Health Offices and the Primary Health Centres.	..	All Offices in the City of Madras and outside together
(xiv) Port Department	..	All Offices in the City of Madras and outside together
(xv) Revenue Department	..	Offices of the Collector of Madras, the Pay-master, Carnatic Stipends, the Accommodation Controller and the Madras Taluk Office together.
(xvi) Animal Husbandry Department	..	All Offices in the City of Madras and outside together
(xvii) Transport Department	..	All Offices in the City of Madras and outside together
(xviii) Omitted.		
(xix) Labour Department	..	All Offices in the City of Madras and outside together

(xx)	Highways and Rural Works Department.	..	All Offices in the City of Madras and outside together
(xxi)	Stationery and Printing Department.	..	All Offices in the City of Madras and outside together
(xxii)	Fire Service Department	..	All Offices in the City of Madras and outside together
(xxiii)	Omitted.		
(xxiv)	Panchayat Development Department	..	**Unit I** Office of the Director of Rural Development and Chief Radio Officer and Regional Radio Officer of the Tamil Nadu Local Administration Radio and Television Maintenance Organisation in Madras. **Unit II** Panchayat Development branches in the Collectorates, Divisional Development Offices, Panchayat Union Offices, Rural Extension Training Centres and Tamil Nadu Local Administration Radio and Television Maintenance Organisation Offices taken together in each Revenue District.
(xxv)	Public Works Department	..	All Offices in the City of Madras and outside together
(xxvi)	**Employment and Training Department:**		
	Employment Branch	..	All Offices in the City of Madras and outside together

	Training Branch	..	All Offices in the City of Madras and outside together
(xxvii)	Omitted		
(xxviii)	Treasury and Accounts Department	..	All Offices in the City of Madras and outside together
(xxix)	Omitted.		
(xxx)	Technical Education Department.	..	All Offices in the City of Madras and outside together
(xxxi)	Social Welfare Department	..	All Offices in the City of Madras and outside together
(xxxii)	Registration Department	..	a) Office of the Inspector General of Registration. b) Each of the Offices of the Deputy Inspector-General of Registration and the Inspector of Registration taken together; and c) Each of the Registration District.
(xxxiii)	National Cadet Corps	..	All Offices in the City of Madras and outside together
(xxxiv)	Veterinary Education and Research Department	..	All Offices in the City of Madras and outside together
(xxxv)	Omitted.		
(xxxvi)	Government Museums	..	The Offices of the Government Museums in the City of Madras and Pudukkottai together.

(xxxvii)	Dairy Development Department ..	All Offices in the City of Madras and outside together
(xxxviii)	Public Health Engineering and Municipal Works Department ..	**Unit-I** Office of the Chief Engineer, Public Health Engineering and Municipal Works, Madras-5. **Unit-II** Office of the Superintending Engineer, Public Health Engineering and Municipal Works, Madras-35 and all Offices under his control. **Unit-III** Office of the Superintending Engineer, Public Health Engineering and Municipal Works, Madurai and all Offices under his control. **Unit-IV** Office of the Superintending Engineer, Investigation and Designs Circle, Madras-5 and all Offices under his control. **Unit-V** Office of the Superintending Engineer, Investigation and Designs Circle, Madurai and all Offices under his control. **Unit-VI** Office of the Superintending Engineer, Public Health Engineering and Municipal Works, Coimbatore and all Offices under his control.

(xxxix)	Department of Correctional Administration	..	All Offices in the City of Madras and outside together.
(XL)	Collegiate Education Department	..	All Offices in the City of Madras and outside together
(XLI)	School Education Department	..	All Offices in the City of Madras and outside together
(XLII)	Department of Legal Studies	..	All Offices in the City of Madras and outside together
(XLIII)	Forest Department	..	All Offices in the City of Madras and outside together
(XLIV)	Police Department	..	All Offices in the City of Madras and outside together
(XLV)	Jail Department	..	All Offices in the City of Madras and outside together
(XLVI)	Tamil Nadu Sales Tax Appellate	..	All Offices in the City of Madras and outside together Tribunal
(XLVII)	Town and Country Planning Department	..	Office of the Director of Town and Country Planning and Offices of the Regional Deputy Directors of Town and Country Planning.
(XLVIII)	State Trading Schemes Department	..	All Offices in the City of Madras and outside together

(XLIX)	Survey and Land Records Department	..	All Offices in the City of Madras and outside together
(L)	Directorate of Tamil Nadu Forensic Science Laboratory	..	Tamil Nadu Forensic Science Laboratory at Madras and the Regional Forensic Science Laboratories in the various Districts together
(LI)	Market Committees	..	Office of the Director of Agricultural Marketing.
(LII)	Public Health and Preventive Medicine Department	..	All Offices in the City of Madras and outside together
(LIII)	Town Panchayats including Panchayat Town-ships	..	**Unit-I** Office of the Director of Town Panchayats Unit-II All Offices in the Districts as a separate Unit.

12. List of Approved candidates - Categories and posts concerned:-

Stewards
Cash-keepers
Rural Welfare Officers, Grade II and Cashiers in the Panchayat Union Offices
Librarians other than those in the Oriental Manuscripts Library and the King Institute, Guindy.
Assistant Librarians other than those in the Oriental Manuscripts Library.
Assistant Stewards
Junior Assistants (including Inspectors in Revenue Settlement Parties) and Comptists in the Treasury and Accounts Department.
Store-keepers other than Store-keeper of Medicines Government General Hospital, Madras and Store-keeper, King Institute, Guindy, in the Health Services and Family Planning (Medical Wing) Department.
Linen-keepers.
Laundry Supervisors
Commercial Accountant in the Medical Education Department.

Subject to the provisions of rule 31, there shall be one list of approved candidates for appointment by direct recruitment to each of the marginally noted posts in each departmental unit for the purpose of rule of reservation and another list of approved candidates for appointment by direct recruitment to the posts of Typists and Steno-typists including Machinists in the Treasury and Accounts Department. These lists shall be drawn up by the Commission separately for each Departmental Unit in two parts—

(1) for offices and institutions other than those solely managed by or intended for women; and

(2) for offices and institutions solely managed by or intended for women.

This rule shall not apply to the following posts for appointment to which consultation with the Commission is not necessary:-

(i) Ministerial posts in the office of the Comptroller, Governor's Household.

(ii) Manager and Assistants and Junior Assistants in the Special Branch of the Criminal Investigation Department.

(iii) Any posts of which the monthly pay is—

(a) lower than Rs.555/- a month, if on a fixed rate of pay; or

(b) lower than the scale of Rs.610-20-730-25-955-30-1075 if on a time-scale of pay.

(iv)(a) Any post of Junior Assistant in the Revenue Department, when such posts is filled by appointment of a person who was recruited direct as a probationary Revenue Inspector and whose probation has been terminated for failure to pass the prescribed tests or for failing to complete his training to the satisfaction of the Collector.

(b) Any post of Junior Assistant in the Office of the Commissioner of Revenue Administration, Office of the Commissioner of Land Administration, Office of the Director of Land Reforms, Office of the Commissioner of Commercial Taxes when filled by the appointment of a person who was recruited direct as an Assistant in that office and whose probation has been terminated for failure to pass the Revenue Test, Parts I, II and III, within the prescribed period of probation.

(c) Any post of Audit Assistant in the Local Fund Audit Department and in the State Trading Schemes Department when filled by the appointment of a person who was recruited direct as an apprentice in the Tamil Nadu Local Fund Audit Subordinate Service and whose probation has been terminated for failure to pass the prescribed tests or for failure to complete his training satisfactorily.

(v) Post of Store-keeper in the Government Industrial Engineering Workshop, Madras.

(vi) Omitted.

(vii) Gujarathi knowing Assistants in the Commercial Taxes Department.

(viii) Shroffs Grade I in the Office of the Deputy Transport Commissioner, Madras and Regional Transport Authority, Madras.

(ix) Omitted.

(x) Telephone Operators.

13. List of approved candidates - Preparation:-

The lists referred to in rule 12 shall be prepared in accordance with the annual application made to the Commission by the appointing authority for the departmental unit concerned or, if there is more than one appointing authority in the unit, by the authority to be nominated for the purpose by the head of department.

In the Cinchona, Boiler, Survey, Port or Animal Husbandry Department the application for allotment of candidates shall be made on the basis of permanent vacancies expected to arise in the course of the year covered by the application.

13A. Preparation of annual list of approved candidates:-

The crucial date on which the candidates should possess the prescribed qualifications for purposes of inclusion in the annual list of approved candidates for appointment to the posts by promotion and recruitment by transfer shall be the 15th March of every year.

14. List of approved candidates - Candidates unallotted:-

When lists of approved candidates are prepared by the Commission the names of such of the candidates included in a list previously prepared for a departmental unit as have not been appointed to the service shall, in the order in which they are arranged in that list, be included in and be placed at the top of the fresh list or, if no fresh list

is prepared for, that departmental unit, the current list containing only the names of such of the candidates as have not been appointed to the service shall, in the order in which they are arranged therein, be published as a fresh list for that unit.

15. Permanent allotment of candidates to departmental unit and their appointment:-

The candidates included by the Commission in the list for each departmental unit shall be regarded as permanently allotted to the department of which that unit forms part and appointments to the service in each unit shall be made from the list for that unit by the appointing authority for the unit.

Provided that if there is more than one appointing authority in the unit such appointments shall be made in consultation with the authority nominated for the purpose by the head of the department.

16. Candidates allotted to but not actually employed in the departmental unit:-

A candidate included in the list for a departmental unit but not actually employed for the time being in the department of which that unit forms part may, with the consent of the appointing authority for the departmental unit or if there is more than one appointing authority in the unit, with the consent of the authority nominated for the purpose by the head of the department, be appointed temporarily in any office in the corresponding departmental unit or any other department if no candidate is available from the list current for the latter departmental unit; but such temporary appointment shall not count for probation in the service and shall cease if the candidate is required to fill a vacancy in the departments of which the departmental unit in the list for which he has been included forms part.

17. List of probationers for administrative units — Service Book:-

As soon as a candidate is placed on probation in a department, a Service Book shall be opened for him by the appointing authority and his name shall be removed from the list of approved candidates and shall be transferred to the list of probationers in an administrative unit.

The latter list shall be maintained separately for each of the administrative units by an officer nominated for the purpose by the head of the Department.

A probationer or an approved probationer may be employed in any of the offices in the department within the administrative unit:

Provided further that, notwithstanding anything contained in rule 15, a person appointed as Junior Assistant or Assistant in the Revenue Department may, after any time after such appointment be required to undergo training in survey and settlement work and may, on completion of that training be employed at any place within the jurisdiction of the Settlement Party even if such place lies outside the departmental unit to which he has been permanently allotted by Madras Public Service Commission.

Explanation:- For the purpose of this rule, the administrative unit—

(i) for the Revenue Department shall be the Revenue District;

(ii) for other departments shall be the unit specified by the head of the department.

18. Discharge and re-appointment of probationers and approved probationers:-

The General Rules regarding discharge and reappointment of probationers and approved probationers shall apply separately to each of the administrative units referred to in rule 17:

Provided that, notwithstanding anything contained in General Rules 7 and 8, discharge and reappointment of Assistants shall be made strictly in accordance with seniority and no preferential claim for retention will accrue to a person by reason only of his being a probationer in the category of Assistants.

Provided also that for the purpose of discharge of probationers and approved probationers for want of vacancies and their re-appointment. the posts of Assistants and above in all the offices of the Fire Service Department shall form one unit and such discharge

and reappointment shall be made by the appointing authority concerned in consultation with the Deputy Director of Fire Service, Madras:

Provided also that for the purpose of discharge of probationers and approved probationers for want of vacancies and their reappointment, the posts of Assistants in the Office of the Director of Correctional Administration and Government Approved Schools for Boys in the Department of Correctional Administration shall form one unit and such discharge and re-appointment shall be made by the appointing authority concerned in consultation with and as directed by the Director of Correctional Administration:

Provided also that for the purpose of discharge of probationers and approved probationers for want of vacancies and their reappointment in the Treasury and Accounts Department.

(i) the Office of the Director of Treasuries and Accounts, the Pay and Accounts Office (North), the Pay and Accounts Office (South) and the Pay and Accounts Office (East) including the offices of the Regional Deputy Directors of Treasuries and Accounts and the Office of the Assistant Superintendent of Stamps including the Madras Taluk Treasury in the City of Madras shall each form a separate unit; and

(ii) in the mufassil, the Treasury Organisation in each revenue district shall be the unit:

Provided also that for the purpose of discharge of probationers and approved probationers for want of vacancies and their reappointment, the Kanyakumari Branch of the Madras State Transport Department shall form a separate unit.

19. Candidates discharged from Survey Parties — Reappointment:

Nothing contained in rule 17 shall be deemed to preclude the employment or the reappointment after discharge for want of a vacancy of any member of the service attached to a Survey Party, in a district other than the district for which he was first selected as a result of the transfer of the headquarters of the party from one district to another.

20. Transfers of probationers and approved probationers:

(a) Notwithstanding anything contained in rules 12 to 16 and 19, a probationer or an approved probationer may, in special cases and on grounds of administrative necessity, be transferred with the mutual consent of the appointing authorities and the authorities nominated by the head of the department for the purpose of allotment of candidates where there is more than one appointing authority, in the departmental unit concerned —

(i) from one office in a departmental unit to another office in the same departmental unit;

(ii) temporarily from an office in one departmental unit to an office in another departmental unit if both the offices belong to a department in which full members are ordinarily subject to transfers from one departmental unit to another; and

(iii) permanently from an office in one departmental unit to an office in another departmental unit:

Provided that a transfer under clause (iii) shall be made only with the consent of the Commission except in the case of Gujarathi knowing Assistants of the Commercial Taxes Department:

Provided further that the consent of the Commission may be deemed to have been accorded in the cases of transfer of Probationers and Approved Probationers from one unit to another unit, necessitated consequent on the formation of new district.

(b) The grounds of administrative necessity referred to in sub-rule *(a)* may be presumed to exist and the Commission's consent referred to in that sub-rule may be presumed to have been given in the case of mutual transfers permanently from an office in one departmental unit to an office in another departmental unit if the persons desiring mutual transfers agree —

(i) that the senior among the Assistants/Junior Assistants mutually transferred (on the basis of the date of their first appointment to the service) be given the same rank in the departmental unit to which he is transferred, which was held by the person in whose place he comes to that departmental unit and the junior of them takes his rank in the

administrative unit of the departmental unit to which he is transferred with reference to the date of his first appointment in the service; and

(ii) that they will forego the travelling allowance for their journeys to the departmental units to which they are transferred.

21. Allotment of candidates with special qualifications:-

When a candidate is required to fill any post for which special qualifications are prescribed by those rules, the order indicated in the list of approved candidates may be departed from in so far as such departure may be necessary in the order to secure the appointment of a candidate possessing such qualifications.

22. Failure of approved candidates, discharged probationers and approved probationers to join duty when required:-

When an approved candidates or a probationer or an approved probationer who has been discharged from the service for want of vacancy, fails without adequate reason to take up, when directed to do so by the competent authority, the duties of a post in the service the pay of which is, if it is on a time scale of pay not less than Rs.610-20-730-25-955-30-1075 or if it is on a fixed rate of pay, not less than Rs.610/- his name shall forthwith be removed from list of approved candidates, or, as the case may be, from the list of probationers or approved probationers by an order of that authority, in the case of an approved probationers, such order shall be passed after observing the procedure prescribed in rule 17 of the Madras Civil Service (Classification, Control and Appeal) Rules. An approved candidate, a probationer or an approved probationer whose name has been removed from the list of the approved candidates, or, as the case may be, from the list of probationers or approved probationers by an order so passed by the competent authority, shall not be eligible for appointment again on the basis of the inclusion of his name in the said list.

23. Competent Authority:-

For the purpose of rule 22 the competent authority shall be the officer nominated by the head of the department to maintain the list of probationers for the administrative unit.

24. Separate lists of approved candidates:-

For each of the categories (other than those specified in rule 12) to which recruitment has to be made through the Commission, a separate list of approved candidates shall be drawn up by the Commission.

25. Qualification — Sex:

(a) Except in the Government Basic Training Schools for Women at Bodinayakanur and Palayampatti in Madurai Circle and in the Health Services and Family Planning (Medical Wing) Department no man shall be appointed to the service in an office or institution solely managed by or intended for women if a suitable and qualified woman candidate is available for such appointment, whether or not such candidate is on the list of approved candidates drawn up by the Commission.

(b) When it is necessary to appoint a woman to a post included in any of the categories for appointment to which by direct recruitment the Commission prepares list of approved candidates and no woman is available in the list of approved candidates for such appointment, a qualified and suitable woman who is not included in the lists may, with the previous approval of the Commission, be appointed to such post.

26. Reservation of appointments:-

The rule of reservation of appointments (General Rule 22) shall apply to the first appointments to each departmental unit referred to in rule 11 where the cadre strength of which is 10 and above, it shall apply separately to each of the posts mentioned in rule 12 where the cadre strength of which is ten and above:

Provided that in the case of posts on pay less than Rs.350/- a month if on a fixed rate of pay, or less than the scale of Rs.610-20-730-25-955-30-1075 if on a time scale of pay where the cadre strength of which is 10 and above, the said rule of reservation of appointments shall apply separately the jurisdiction of each appointing authority being taken as the unit for the purpose.

Provided further that nothing contained in this rule shall apply to appointments to the service in the departments, offices or posts specified below, namely:-

(1) Office of the Comptroller Governor's Household

(2) Store-keepers (IV Grade) Linen-Keepers (III Grade) and Laundry Supervisors (III Grade) in the Health Services and Family Planning (Medical Wing) Department.

27. Deleted.

28. General Qualifications as to age:-

Stewards, Cash-Keepers, Librarians other than those in the Oriental Manuscripts Library and the King Institute, Guindy. Assistant Librarians other than those in the Oriental Manuscripts Library. Assistant Stewards Junior Assistants (including Inspectors in Revenue Settlement Parties and Inspectors of the Hindu Religious and Charitable Endowments (Administration) Department and Comptists in the Treasury and Accounts Department Store-keepers. Linen-Keepers Laundary Supervisors. Typists and Steno-typists including Mechinists in the Treasury and Accounts Department Revenue Inspectors and Bill collectors Grade-I in Town Panchayat Department Rural Welfare Officers, Grade II and Cashiers in the Panchayat Union Offices.	(a) No person shall be eligible for appointment by direct recruitment to the posts specified on the margin, if he has completed / or will complete the age of 30 years on the first day of July of the year in which the selection for appointment is made.

Omitted. [G.O. Ms. No. 217, P & AR (B) Department, dated 2-9-1998.]

Provided that this rule shall not apply to the persons who have been taken over from the Government of India on the 1st November 1956 and have been working in the Employment and Training Department:

Provided further that this rule shall not apply to persons taken over from the Government of India, on the 1st November 1956, and absorbed in the Industries Department, consequent on the transfer of control over the Industrial Training Institute/Centres from the Government of India to the Industries Department:

Provided also that in respect of selection made to the posts of Store-keeper Grade-I in the Agriculture Department in 1974, the age limit shall be reckoned with reference to the first July 1973:

Provided also that in respect of selection made to the posts of Junior Assistants (Security and Non-Security) Typists and Steno-typists in 1975, the age limit shall be reckoned with reference to the First July 1974.

(b) There shall be no age limit for appointment by direct recruitment to the following posts subject to the conditions if any specified against them:-

(i) Omitted.

(ii) Store-keepers, III Grade in the Health Services and Family Planning (Medical Wing) Department.	Where the person appointed is a pensioned Indian Officer of a rank of Jamadar or Subadar or other military pensioner or soldier who has been retired or discharged and (1) possesses certificate of education granted by the Presidents of half yearly Garrision Boards and certificate of education awarded under the provision of Educational Training, Indian Army 1925, Chapter VI, Sections 35 to 39; or (2) possesses certificate of education awarded in accordance with regulation contained in Educational Training, 1923, Chapter VIII, Section 29 and appendices I and II; (3) shows that he has been exempted from examination under the provisions of Educational Training, 1923, Section 32, paragraph 5(i), (ii), (iii) and (iv).
(iii) Store-keeper Grade-I, Government Agricultural Engineering Workshop, Madras.	

(c) A person who is a pensioned Indian Officer of the Army of the rank of Resaldar, Subadar or Jamadar or of the Air Force of the rank of Master Warrant Officer shall be eligible for appointment by direct recruitment as Laundry Supervisor, II Grade in the Government General Hospital, Madras, if he has not completed 45 years of age.

(d)(i)(1) In the case of appointment by direct recruitment as Store-keeper, King Institute, Guindy, the candidate shall not have completed 32 years of age.

(2) In all other cases, no person shall be eligible for appointment to the service by direct recruitment if he has completed 30 years of age:

Omitted. [G.O. Ms. No. 217, P & AR (B) Department, dated 2-9-1998.]

Provided that this limit of age shall not apply in the case of appointment of any person transferred from a local fund or municipal institution in consequence of the transfer of such institutions to the control of the State Government.

(3) In the case of appointment by direct recruitment to the post of Librarian (Upgraded scale) in the Department of Legal Studies, the candidate shall not have completed 30 years of age.

(4) In the case of appointment by direct recruitment as Commercial Accountant, Grade-I in the Dairy Development Department, the candidates shall not have completed 30 years of age on the first day of the July of the year in which the selection for appointment is made.

(5) In the case of appointment by direct recruitment to the post of Commercial Accountant in the Medical Education Department, the candidate shall not have completed 30 years of age on the first day of July of the year in which the selection for appointment is made.

(ii) In the matter of appointment to the service as Store-keeper, IV Grade, in the Health Service and Family Planning (Medical Wing) Department skilled personnel discharged from any of the defence services namely, the Army, the Navy or the Air Force shall be entitled to deduct the period spent by them in such service in calculating their age for purpose of clause (i).

(iii) The age limit specified in clause (i) shall, in the case of candidates selected by the Commission for appointment to the service by direct recruitment be applied with reference to the first day of July of the year in which the selection for appointment is made.

(iv) The age limit specified in clause (i) shall, in the case of candidates appointed through Employment Exchange, be reckoned from the date of sponsoring of the candidate by the Employment Exchange concerned for appointment to the Service.

Note:- A candidate shall be eligible for inclusion of his name in the list of approved candidates drawn up by the Commission on the results of the Competitive examination conducted in February 1952, if he has not attained the prescribed age on the 1st July 1951.

29. Minimum General Educational Qualification:

No person shall be eligible for appointment to the service in any post either by direct recruitment or by transfer or by promotion unless he possesses the minimum general educational qualification prescribed in the Schedule to the General Rules or he has passed the Pre-University Examination of any University recognised by the University Grants Commission for the purpose of its grant, or he has passed the Indian Air Force Educational Test for Re-classification to Leading Aircraftsman and where a higher educational qualification is prescribed for such post unless he possesses such higher qualification. This rule does not apply to the following posts namely:-

(i) Omitted

(ii) Store-keepers, III Grade in the Health Services and family Planning (Medical Wing) Department.	Where the person appointed is a pensioned Indian Officer of the rank of Jamadar or Subadar or other military pensioner or soldier who has been retired or discharged and (1) possesses certificate of Education granted by the Presidents of half yearly Garrison Boards and certificate of education awarded under the provisions. Educational Training, Indian Army 1925 Chapter VI, Sections 35 to 39; or

(2) possesses certificate of education awarded in accordance with regulations contained in Educational Training 1923, Chapter VIII, Section 29 and Appendices I and II; or

(3) shows that he has been exempted from examination under the provisions of educational training, 1923, Section 32 paragraph 5(i), (ii), (iii) and (iv).

Note:- In the matter of appointment to the service as Store-keeper III or IV Grade, in the Health Services and Family Planning (Medical Wing) Department preference shall be given to skilled personnel discharge from any of the defence services , namely, the Army, Navy or the Air Force, if they are otherwise qualified.

(iii) Packer Clerks in the Jail Department.

(iv) Omitted

(v) Store-keepers, IV Grade in the Health Services and Family Planning (Medical Wing) Department.

(vi) Store-keepers, II Grade, in the Agricultural Department.

(vii) Laundry Supervisors, II Grade, in the Government General Hospital, Madras where the person appointed is a pensioned Indian Officer of the Army of the rank of Risaldar, Subadar or Jamadar or of the Air Force of the rank of Master Warrant Officer. Laundry Supervisor, III Grade in the Medical Department. Linen-keeper, III Grade, in the Kasthuriba Gandhi Hospital for Women and Children, Madras. Copyists in the office of the Chief Inspector of Boilers.

(viii) Store-keeper, Grade-I, Government Agricultural Engineering Workshop, Madras. Preference shall be given to a person possessing practical experience in any of the Engineering Workshops or firms for atleast three years.

(ix) Shroffs in Government Press, Madras.

(x) Shroffs, Grades I and II in the Office of the Deputy Transport Commissioner, Madras and Regional Transport Authority, Madras.

Note:- (i) A person who did not possess the minimum general educational qualification but who was appointed to the service on the results of the Special Competitive Examination conducted by the Commission in 1951, shall be deemed to posses the minimum general educational qualification, provided that—

(i) he appears for the examination of the S.S.L.C. Standard conducted by the Commission; and

(ii) he obtains the minimum percentage of marks prescribed in the said examination in the following subjects:-

(1) Essay, Part I, regional language only.

(2) Translation in two parts (from English to regional language and regional language to English).

Note: (ii)— A person who did not possess the minimum general educational qualification but who was appointed to the service under rule 5(a) of the Madras Civil Services (War Service Personnel) Recruitment Rules, 1941, shall be deemed to possess the minimum general educational qualification for purposes of promotion.

Note: (iii)— The authority competent to issue the certificate referred to in General Rule 12(A)(ii) in respect of persons employed in the Revenue and the Commercial Taxes Department shall be the Collector of the district and the Deputy Commissioner of Commercial Taxes concerned respectively.

Note: (iv)— If a person taken over from the Government of India on the 1st November 1956 and working in the Employment and Training Department, has appeared for the Secondary School Leaving Certificate Public Examination and has been declared eligible for College Course, he shall be deemed to possess the minimum general educational qualification prescribed in Schedule I to the General Rules.

Note: (v)— If a person taken over from the Government of India on the 1st November 1956, and absorbed in the Industries Department, consequent on the transfer of control over the Industrial Training Institutes/Centres from the Government of India to the Industries Department, has appeared for the S.S.L.C. Public Examination and

has been declared eligible for College Course, he shall by virtue of the acceptance of this standard of qualifications by the Government of India for entry into the Ministerial Services, be deemed to possess the minimum general educational qualification prescribed in the Scheduled to the General Rules.

Note (vi)— Rural Welfare Officers Grade I and II of the Panchayat Development Department belonging to Political sufferers, Scheduled Tribe and Ex-servicemen with III Form or VIII Standard qualification who were in service as on the 1st June 1979 shall be allowed to continue as such and the above Rural Welfare Officers Grade-II shall also be eligible for promotion as Rural Welfare Officers Grade I even if they do not possesses the minimum general educational qualification.

30. Special Qualifications:-

(a) No candidate shall be eligible for appointment to the service in the categories and posts specified in column (1) of Annexure-III by the method specified in the corresponding entry in column (2) unless he possesses the qualifications specified in the corresponding entry in column (3) thereof:

Provided that in the Industries Department, a directly recruited Assistant shall, during the period of training, draw the minimum in the time-scale of pay applicable to the post of Junior Assistant and the period of training shall not count for probation, increment and regularisation in the post of Assistant.

(b) No member of the service shall be eligible for promotion to any of the posts mentioned in column (1) of Annexure IV unless and until he has passed the special tests or undergone the training, if any, specified in the corresponding entry in column (2) thereof:

Provided that in special cases a member of the service in the Excise Department or in the Animal Husbandry Department or Veterinary Education and Research Department may be appointed to officiate in or hold temporarily any of the posts in that Department referred to in the said Annexure before passing the tests but such members shall pass the tests within the prescribed period of probation. In case where no probation is prescribed he shall pass the test within two years from the date of such appointment. If he fails to pass the

tests within the time limit he shall forthwith be reverted to his substantive appointment.

Provided further that in special cases a member of the service in Industries Department may be appointed to officiate in or hold temporarily the post of Commercial Accountant in the Industrial Engineering Workshop referred to in the said Annexure before passing the tests but such members shall pass the tests within the prescribed period of probation. In case no probation is prescribed he shall pass the tests within two years from the date of such appointment. If he fails to pass the tests within the time-limit he shall forthwith be reverted to his substantive appointment.

Provided also that a member of the service in the Highways and Rural Works Department (including National Highways).

(a) who has attained the age of 50 years on the 2nd August 1976, shall not be required to pass the special test on District Office Manual;

(b) who has not attained the age of 50 years on the 2nd August 1976, and holding the post of Junior Assistant or the post of Typist including Steno-typist on the 1st August 1976, may be appointed to officiate in or hold temporarily the post of Assistant in the same office before passing the Special Test on District Office Manual; but if such person fails to pass the said test within three years from the date of such appointment or within the 1st August 1979, whichever is earlier he shall not be eligible to draw increments in the time scale of pay applicable to the post until he passes the said test. Such ineligibility to draw increments shall not have the effect of postponing his future increments after he has passed the test.

Provided also that any person who had worked as Assistant in the erstwhile State Broadcasting Department upto the 1st September 1961, and was absorbed in the category of Assistant in the Tamil Nadu Local Administration Radio and Television Maintenance Organisation with effect from the said date, shall not be required to acquire the qualification referred to in sub-rule (b).

Provided also that members of the service in Public Works Department who have attained the age of 40 years on the 14th May

1951 shall not be required to pass the Accounts Test for Public Works Department Officers and Subordinates and that a Junior Assistant in an office in the Public Works Department who has not attained the age of 40 years on that date may be appointed to officiate in or hold temporarily the post of an Assistant in the same office upto the 11th May 1954 before passing the test; but he shall have to pass the test with two years from the date of such appointment or before the 22nd July 1954, whichever is later, failing which he shall forthwith be reverted to the Lower Division.

Provided also that a member of the service in the Public Works Department:-

(a) who has attained the age of 50 years on the 16th November 1973, shall not be required to pass the special test on District Office Manual; and

(b) who has not attained the age of 50 years on the 16th November 1973 and holding the post of Junior Assistant or the post of Typist including Steno-typist on the 15th November 1973, may be appointed to officiate in or hold temporarily the post of Assistant in the same office before passing the Special Test on District Office Manual; but if such person fails to pass the said test within three years from the date of such appointment or within the 15th November 1976, whichever is earlier, he shall not be eligible to draw increments in the time scale of pay applicable to the post until he passes the said test. Such ineligibility to draw increments shall not have the effect of postponing his future increments after he has passed the test.

Provided also that a Junior Assistant in the Sanitary Engineering Department who has already passed the Account Test for Subordinate Officers Part I, shall not be required to pass the Account Test for Public Works Department Officers and Subordinates for appointment as an Assistant.

Provided also that a Junior Assistant in the Survey and Land Records Department on the 20th May 1969 may be promoted to officiate as Assistant in that Department, if he is otherwise eligible for such promotion, but for passing the Special Test on District Office Manual, but such person shall pass the said test within the period of probation or within the period of two years from the date of promotion

where no probation is prescribed, failing which he shall be reverted to the category of Junior Assistant.

Provided further that a Junior Assistant in the Survey and Land Records Department who had already passed the Revenue Test Part I prior to 20th May 1969, need not pass the Special Test on District Office Manual.

Provided also that a member of the service in the Survey and Land Records Department who has already been promoted as Assistant or Superintendent on the 5th March 1971 and who has not undergone survey training for a period of 28 days, shall be ordered to undergo Survey Training for a period of 28 days within a period of two years from 5th March 1971.

Provided also that a person in the Survey and Land Records Department who has completed the age of 45 years on the 5th March 1971 shall not be required to undergo survey training.

Provided also that the Assistants and Accountants in the Cinchona Department who had attained the age of forty years on the fifth June 1952 shall not be required to pass the Government Technical Examination in Accountancy by the higher grade.

Provided also that in special cases, a Junior Assistant in the Hindu Religious and Charitable Endowments (Administration) Department may be appointed to officiate in or hold temporarily the post of an Assistant before passing the tests prescribed for the post, but such member shall pass the said tests within two years from the date of such appointment failing which he shall forthwith be reverted to the Lower Division; but a member of the service promoted to the post of Junior or Senior Superintendent or Assistant before the 30th September 1951 shall not be required to pass the said tests:

Provided also that for the purpose of promotion as Office Assistant to the Director of Museums and Associate Librarian, Connemara Public Library, necessary exemption from the possession of the degree qualification may be granted in individual cases by the Government to the existing incumbents in the categories of Assistants and Junior Assistants in the Government Museums, who do not possess such qualification, if they are otherwise qualified and suitable for the post.

Provided also that a member of the service in the Medical Services and Family Welfare (Medical Wing) Department—

(a) who has attained the age of 45 years on the 11th January 1971, shall not be required to pass the special test on District Office Manual; and

(b) who has not attained the age of 45 years on the said date and holding the post of Assistant and above may be appointed to officiate in that post, if he is otherwise eligible for such appointment before passing the Special Test on District Office Manual; but if such person fails to pass the said test within two years from the 11th January 1971, he shall not be eligible to draw increments in the time scale of pay applicable to the post until he passes the said test. Such ineligibility to draw increments shall not have the effect of postponing his future increments after he has passed the test.

Provided also that a member of the service in the Public Health and Preventive Medicine Department —

(a) who has attained the age of 45 years on the 6th November 1972, shall not be required to pass the Special Test on District Office Manual; and

(b) who has not attained the age of 45 years on the said date and holding the post of Assistant and above may be appointed to officiate in that post, if he is otherwise eligible for such appointment before passing the Special Test on District Office Manual; but if such person fails to pass the said test within two years from the 6th November 1972, he shall not be eligible to draw increments in the time scale of pay applicable to the post until he passes the said test. Such ineligibility to draw increments shall not have the effect of postponing his future increments after he has passed the test:

Provided also that a Grama Sevak, Grade-I shall be allowed to count a period not exceeding six months of his satisfactory service towards the one year's satisfactory service as Assistant prescribed as a qualification to be acquired before promotion as Fair Copying Superintendent in the Collectors' Offices:

Provided also that in special cases, a Junior Assistant or a Typist or a Steno-typist in the Stationery and Printing Department, who has passed any one of the two parts of the Stationery and Printing Department Test and is otherwise qualified, may be appointed to hold temporarily the post of an Assistant but such a member shall pass the remaining part of the said test within a period of one year from the date of such appointment, failing which he shall forthwith be reverted to the post of a Junior Assistant or a Typist or a Steno-typist, as the case may be. The service of a person who is appointed to the post of an Assistant in the foresaid manner, shall be regularised with effect from the day following the last day of the examination in which he completes the Departmental Test with reference to ruling (2) under rule 26(a) of the Fundamental Rules. He shall, however, maintain his rank in the list of seniority in the category of Assistants above his juniors, who are fully qualified and regularly appointed as Assistants subsequent to his temporary promotion and before the regularisation of his service in the post of Assistant.

Provided also that a member of the service in the Technical Education Department who has attained the age of 40 years on the 14th October 1957 or who has passed the Account Test for Public Works Department Officers and Subordinates shall not be required to pass the Account Test for Subordinate Officers, Part-I:

Provided also a member of a service in the Department of Correctional Administration may be appointed to officiate in or hold temporarily the post of Assistant in the same Department upto 18th December 1970, without passing the Test on District Office Manual but he shall have to pass the test within two years from the date of such appointment failing which he shall be forthwith reverted to the post which he was holding prior to such promotion:

Provided also that a Junior Assistant, Typist or Steno-typist in the Department of Ex-servicemen's Welfare, who is holding the post of Assistant on the 19th September 1968 may be appointed to officiate in that post, if he is otherwise eligible for such appointment, before passing the special test on District Office Manual; but such person shall pass the said test within two years from the 19th September 1968, failing which he shall be reverted to the lower category:

Provided also that a member of the service in the Treasury and Accounts Department who is holding the post of Accountants during the period from 15th April 1968 to 14th April 1969 may be appointed to officiate in that post, if he is otherwise eligible for such appointment, before passing the Special Test on District Office Manual; but such person if fails to pass the said test within two years from the date of appointment, he shall not be eligible to draw increments in the time scale of pay applicable to him until he passes the said test; but such ineligibility to draw increments shall not have effect of postponing his future increments after he has passed the test:

Provided also that the persons drafted from the Revenue Department to the Treasury and Accounts Department who have passed the Revenue Test Part-I are exempted from passing the test on District Office Manual:

Provided that a member of the service in the Employment Wing of the Employment and Training Department holding the post of Assistant who has already passed the Labour and Factories Departmental Test, Part-A before the 12th July 1967 shall not be required to pass the test in District Office Manual:

Provided also that a member of the service in the Police Department who is appointed to the post of Assistant during the period on and from the 1st December 1967 and upto the 1st December 1969, may continue in that post, if he is otherwise eligible for such appointment to the post of Assistant but if he fails to pass the special test on District Office Manual within the prescribed period of probation or where no probation is prescribed, within the period of two years from the date of appointment, he shall not be eligible to draw increments in the time scale of pay applicable to the post until he passes the said test; but such ineligibility to draw increments shall not have the effect of postponing the future increments after he passes the said test:

Provided also that an Assistant in the Police Department who has passed the test in Police Standing Orders alone, is not eligible for promotion to the category of Superintendent unless he passes the Account Test for Subordinate Officers Part-I:

Provided also that a member of the service in the Tamil Nadu Forensic Science and Chemical Laboratory in the Police Department, who was holding the post of Assistant either in the State Forensic Science Laboratory or in the Chemical Examiner's Laboratory on the 26th February 1973 may be appointed to officiate in that post if he is otherwise eligible for such appointment, before passing the Departmental Test in Police Standing Orders; but such person if fails to pass the said test within two years from the 26th February 1973 shall not be eligible to draw increments in the time scale of pay applicable to him until he passes the said test. But such ineligibility to draw increments shall not have the effect of postponing his future increments after he has passed the test:

Provided also that a member of the Service in the Hindu Religious and Charitable Endowments (Administration) Department on the 24th August 1967 may be promoted as Assistant in that Department if he is otherwise eligible for promotion but for passing the Special Test on District Office Manual. But such member shall pass the said test within two years from the date of promotion failing which he shall not be eligible to draw increment in the time scale of pay applicable to the post until he passes the said test. Such ineligibility to draw increment shall not have the effect of postponing his future increments after he has passed the said test:

Provided also that a member of the service who has been transferred from the Technical Education Department to the Institute of Film Technology in the Public (Information and Public Relations) Department and who has attained the age of 40 years on the 14th October 1957 or who has passed the Account Test for Public Works Department Officers and Subordinates shall not be required to pass the Account Test for Subordinate Officer, Part-I:

Provided also that a member of the service in the Electrical Inspectorate who has attained the age of 50 years on the 15th September 1972, shall not be required to pass the Special Test on District Office Manual:

Provided that a member of the service in the Office of the Commissioner of Civil Supplies and Consumer Protection inclusive of

subordinate officers under its control, who was holding the post of Assistant on the 31st January 1973 may be appointed to officiate in that post, if he is otherwise eligible for such appointment, before passing the Account Test for Subordinate Officers, Part I and Test on District Office Manual; but if he fails to pass the said test within two years from the 31st January 1973, he shall be reverted to the lower post.

Provided also that a member of the service in the Training Branch of the Employment and Training Department on the 24th March 1975 may be promoted temporarily to the higher posts in that department if he is otherwise eligible for promotion but for passing the Special Test on District Office Manual. But such member shall pass the said test within two years from the date of promotion failing which he shall be reverted to the lower category.

Provided also that a member of the service in the Training Branch of the Employment and Training Department who is holding the post of Assistant on the 24th March 1975 may be continued in that post; if he is otherwise eligible for such appointment before passing the Special Test on District Office Manual; but if such person fails to pass the said test within two years from the 24th March 1975, he shall not be eligible to draw increments in the time scale of pay applicable to the post until he passes the said test. Such ineligibility to draw increments shall not have the effect of postponing his future increments after he has passed the said test.

Provided further that a member of the service in the Training Branch of the Employment and Training Department who has already passed the Labour and Factories Departmental Test, Part-A (District Office Manual) shall not be required to pass the new District Office Manual Test.

Provided also that a member of the service holding the post of Junior Assistant, Typist and Steno-typist in the Collegiate Education Department on the 9th April 1979 may be promoted to higher post in that Department, if he is otherwise eligible for promotion but for passing the Special Test on District Office Manual. But such member shall pass the said test within a period of two years from the date of promotion, failing which he shall not be eligible to draw increments in the time

scale of pay applicable to the post until he passes the said test. Such ineligibility to draw increments shall not have the effect of postponing his future increments after he has passed the said test.

Provided also that the members who have attained the age of 45 years on the 9th April 1979 are exempted from passing the District Office Manual Test.

Provided also that a member of the service holding the post of Junior Assistant, Typist, Steno-typist, Assistant or Accountant in the School Education Department on the 13th October 1978 may be promoted to higher post in that Department if he is otherwise eligible for promotion but for passing the Special Test on District Office Manual. But such member shall pass the said test within two years from the date of promotion, failing which he shall not be eligible to draw the second and subsequent increments in the time scale of pay applicable to the post to which he was promoted until he passes the said test. Such ineligibility to draw increments shall not have the effect of postponing his future increments after he has passed the said test.

Provided also that the members who have attained the age of 45 years on the 13th October 1978 are exempted from passing the District Office Manual Test.

Provided also that persons appointed as Superintendents in the office of the Director of Rehabilitation, Madras by transfer from other departments during the period between the 2nd January 1969 and the 2nd September 1974, shall pass the Account Test for Subordinate Officers, Parts I and II Special Test in District Office Manual and Revenue Test Parts I, II and III within two years from the 22nd January 1980. They shall also serve as Revenue Inspector in-charge of a firka for a period of not less than one year, from the date of deputation.

Provided also that persons appointed as Assistants in the Office of the Director of Rehabilitation, Madras by promotion from the post of Junior Assistants, Typists and Steno-typists and by transfer from other Departments during the period between the 2nd January 1969 and the 2nd September 1974, shall pass the Account Test for Subordinate Officers, Parts I and II and Special Test in District Office Manual within two years from the 22nd January 1980.

Provided also that every person holding the post of Junior Assistant, Typist or Steno-typist in the Office of Director of Municipal Administration on the 23rd August 1982 may be promoted as Assistant in that Department till the 22nd August 1984 if he is otherwise eligible for promotion but for passing the Special Test on District Office Manual. But such person shall pass the said test within a period of two years from the date of promotion, failing which he shall not be eligible to draw increments in the time scale of pay applicable to the post until he passed the said test. Such ineligibility to draw increments shall not have the effect of postponing his future increments after he has passed the said test.

Provided also that a member of the service in the Stationery and Printing Department who is holding the post of Assistant on the 3rd September 1983 may continue to officiate in that post, if he is otherwise eligible for such appointment, but for passing the Account Test for Subordinate Officers, Part I, but such member shall pass the test within two years from the 3rd September 1983. If he fails to pass the said test within two years from the 3rd September, 1983, he shall not be eligible to draw increments in the scale of pay applicable to the post until he passes the said test.

Provided also that a member of the service in the Stationery and Printing Department, who is holding the post of Junior Assistant, Typist or Steno-typist on the 3rd September 1983 may be appointed to officiate in or hold temporarily the post of Assistant if he is otherwise qualified and suitable for such appointment but for passing the Account Test for Subordinate Officers, Part I; but such member shall pass the test within two years from the date of such appointment. If he fails to passed the said test within two years from the date of such appointment, he shall not be eligible to draw increments in the time scale of pay applicable to the post until he passes the said test.

Provided that if a member of the service in the Statistics Department, but for passing the Special Test on District Office Manual Test and Account Test for Subordinate Officers, Part I, is otherwise found suitable for promotion as Assistant or Superintendent, shall be promoted to the post of Assistant or Superintendent till the 13th June 1987. But such member shall pass the said tests within a period of two years from the

date of promotion, failing which he shall not be eligible to draw increments in the time scale of pay applicable to the posts till he passes the said tests. Such ineligibility to draw increments shall not have the effect of postponing his future increments after he has passed the said tests.

Provided also that no person shall be eligible for promotion as Assistant or Superintendent on and from the 14th June 1987 unless he has passed the District Office Manual Test and Account Test for Subordinate Officers, Part I.

31. Securities:—

(a) Where the State Government have by general or special order, directed that the holder of any specified post or category of posts covered by rule 12 shall deposit security for the due and faithful performance of his duties, appointment to such post or posts shall be made from list of candidates drawn up by the Commission separately for each departmental unit—

(i) for offices and institutions other than those solely managed by or intended for women; and

(ii) offices and institutions solely managed by or intended for women. These list shall be supplemental to and different from the lists referred to in rule 12 and shall contain the names of candidates who are not only eligible for inclusion in the lists referred to in that rule but are also able and willing to deposit security of such amount as may be specified in such general or special order. The names shall be arranged in the lists in order of preference.

(b) Such of the provisions of these rules and the General Rules as otherwise regulate appointment to the posts referred to in sub-rule (a) shall mutatis mutandis apply to appointment of candidates from the lists referred to in sub-rule (a).

(c) Failure to accept an offer of appointment under sub-rules (a) and (b) shall render a candidates name liable to removal from the list.

(d) If, when a vacancy in any of the posts referred to in sub-rule (a) ceases, there is no vacancy in any other such post to which the candidate discharged from the former post can be transferred, he shall,

until such vacancy arises, be employed in an officiating or temporary capacity in the department to which he has been appointed in a post which is not of the description referred to in sub-rule (a) in preference to a junior, if any, who shall be discharged.

Provided that for administrative reasons, Junior Assistants (Security) in a same Department may be transferred and posted as Junior Assistants (Non-security) in the same Department after five years of service in the former post.

Provided further that, for administrative reasons, wherever exigencies arise a Junior Assistant (Non-Security) in the Treasuries and Accounts Department may be transferred and posted as Junior Assistant (Security) after obtaining Cash security prescribed for the post.

(e) Where appointment to the post of the description referred to in sub-rule (a) or to any other post in the service, has to be made by the romotion of the member of the service, such promotion shall, otwithstanding anything contained in the General Rules, be made ubject to the condition that the member promoted is able and willing to eposit the security required.

(f) If within a month from the date of his appointment under sub-rules (a) and (b) or of his promotion under sub-rule (e), the person concerned fails to deposit the security required, his probation shall be deemed to have been terminated and the appointing authority shall forthwith, by order discharge him from the service or revert him to the post from which he was promoted, as the case may be, unless he has already been otherwise discharged or reverted.

Provided that the termination of probation under this sub-rule shall not disentitle a person to promotion to any post in the service, which is not of the description referred to in sub-rule (a) and for which he would have been eligible otherwise than by reason of his promotion under sub-rule (e).

(g) When a member who has furnished security takes leave other than casual leave or is deputed to other duty, the person who is appointed to officiate for his shall be required to furnish the full amount of the security prescribed for the post. The provisions of sub-rules (a) to (f) shall apply to him.

32. Probation:-

(a)(i) Every person appointed to a category by direct recruitment, shall be on probation for a total period of two years on duty within a continuous period of three years:

Provided that a Grama Sevak shall be allowed to count a period not exceeding one year of his satisfactory service as Grama Sevak towards the probation of two years prescribed for Junior Assistants under this rule;

Provided also that in the case of persons taken over from the Government of India to the National Employment Department on the 1st November 1956 shall not be required to undergo the prescribed period of probation, if they have rendered satisfactory service for a period of two years on the 1st November 1956 and in the case of others the service rendered by them prior to the 1st November 1956, shall count towards the prescribed period of probation:

Provided also that service rendered in the post of Store-keeper in the grade of Assistant or in the post of Accountant in the grade of Assistant or in any other post in the grade of Assistant in the Tamil Nadu Ministerial Service in the Industries Department shall count towards the period of probation in the post of Assistant in the Industries Department and Vice Versa:

Provided also that probationers in the category of Junior Assistants, Typists, Steno-typists, Assistants, Accounts Assistants, Superintendents, Managers, Commercial Accountants and Auditors in the Industries Department shall be entitled to count towards probation in the said categories in the Industries Department, the service rendered by them on or after 1st December 1965, in a corresponding post in any other body incorporated or not, which is wholly or substantially owned or controlled by the State Government if, but for such service they would have rendered service in the said categories in the Tamil Nadu Ministerial Service in the Industries Department.

Provided also that the service rendered in the post of Assistant or in the post of Accountant in the Training Branch of the Employment and Training Department shall count towards probation in the post of Store-keeper.

Provided also a person appointed to the post of Commercial Accountant Grade I by transfer from the category of Superintendent in the Dairy Development Department shall not be required to undergo the probation prescribed by this sub-rule;

Provided also a person appointed to the post of Commercial Accountant Grade II in the Dairy Development Department by transfer from the category of Assistant or similar posts carrying same scale of pay in the Tamil Nadu Ministerial Service or by promotion from the category of Junior Assistants who has rendered a satisfactory service for a period of not less than three years in Tamil Nadu Ministerial Service, shall not be required to undergo the probation prescribed by this sub-rule.

Provided also that a member of the service appointed to the post of Junior Assistant shall be allowed to count the period of Foundational Training undergone by him, towards the prescribed period of probation.

Provided also that a person appointed to the post of Junior Assistant in the Commercial Taxes Department by recruitment by transfer from the post of Record Clerk shall be on probation for a total period of two years on duty within a continuous period of three years.

Provided also that a member of the service appointed to the post of Assistant by direct recruitment shall be allowed to count the period of Foundational Training undergone by him, towards the prescribed period of probation.

33. Probationers desiring courses of study not connected with Probation:

(a) A probationer who desires to undergo any course of study which though not essentially connected with his probation is likely to enhance his usefulness as a member of the service may, on his application, be permitted by the competent authority as defined in rule 23 to undergo the desired course of study. He may also be granted the entire amount of leave, if any, admissible under the rules applicable to him, if but for such leave he would have continued to be on duty.

(b) Notwithstanding anything contained in the General Rule regulating seniority, such probationer shall, on the completion of the course of study, be entitled to re-appointment according to the rank and seniority held by him in this category before undergoing the said course of study. He shall also be entitled to count his continuous service immediately before his undergoing the said course of study for increments in the time-scale of pay applicable to him, if but for his absence from the service (whether on leave or otherwise) for undergoing the said course of study, he would have continued to be on duty.

(bb) Approved candidates, who join duty and who apply for leave to complete their study soon after they join duty may be permitted to undergo any course of study only if they are in the midst of a course of a study at the time of joining duty and not if they wish to take up any fresh course of study after joining duty in the service.

(c) This rule shall have the effect of excluding the period of absence in computing the continuous period within which the prescribed period of probation has to be served under sub-rule (a) of rule 32.

34. Special Tests to be passed or training to be undergone or other qualification to be acquired by persons appointed to the services:-

(a) Persons appointed to the service, whether by direct recruitment or by recruitment by transfer from another service, as the case may be, in the categories or posts specified in column (1) of Annexure V shall pass the tests or undergo the training or acquire the qualification specified in the corresponding entry in column (2) within the period stated in or as otherwise required by the corresponding entry in column (3) thereof:

Provided that a Grama Sevak, Grade-I, shall be allowed to count a period not exceeding six months of his satisfactory service towards the one year's satisfactory service as Assistants prescribed as a qualification to be acquired by persons appointed to the service in the posts of Fair Copying Superintendents in Collectors' Offices.

Provided further that persons (for whom no probation is prescribed) who fail to pass the tests as prescribed in sub-rule (a) shall not be

eligible to draw increments in the time scale of pay applicable to them until they pass the said tests but such ineligibility to draw increments shall not have the effect of postponing their future increments after they have passed the tests, subject to the modifications, if any, in the following sub-rules or the provisos.

(b)(i) If a member of the service appointed to the post of Typists or Steno-typists who has not undergone training in Tamil Typewriting on the standard key-board and who has not attained 35 years of age, on the 9th November 1961, shall undergo such training in Tamil Typewriting for such period and in such manner as may be required by the competent authority in the department concerned and serve as Typist for a total period of one year from the date of completion of the said training; and in respect of persons who are qualified in Tamil Typewriting before the 9th November 1961, the one year period of service as Typists shall be reckoned from the date on which they became so qualified:

Provided that the Head of the Department concerned may with the prior concurrence of the Official Language Committee, Madras, declare that the stipulated period of one year service as Typist shall not apply to any Typist or Steno-typist specified in the declaration with effect from the date mentioned in the declaration, if his services as a Tamil Typist are not indispensable from that date owing to the availability of adequate number of typists trained in Tamil Typewriting to meet the requirements of the Department.

Provided also that if a person appointed to the post of Typist or Steno-typist who has not attained 35 years of age on the 9th November, 1961, fails to acquire the qualification prescribed in clause (i) within a period of two years from the 28th September 1966, he shall not be eligible to draw increments in the time-scale of pay applicable to him or for appointment as full member until he acquires the said qualification; such ineligibility to draw increments shall not have the effect of postponing his future increments after he has acquired the said qualification.

Provided also that the Typist and Steno-typists of the Treasury and Accounts Department shall be exempted from undergoing the said training and the service after completion of such training as stipulated above.

Provided also that a person appointed to the post of Assistant employed as Personal Clerk (Camp Clerk) to the Director of Treasuries and Accounts shall pass the Government Technical Examination in Typewriting and Shorthand in Tamil by Lower Grade if he has not already acquired the above qualifications, within a period of two years from the date of appointment to the post. If he fails to acquire the above qualifications, within the said period he shall not be eligible to draw increments in the time scale of pay applicable to him until he passes the said test, but such ineligibility to draw increments, shall not have the effect of postponing his future increments after he passes the said tests.

Provided also that the orders exempting the Typists and Steno-typists of the Treasuries and Accounts Department from undergoing training in Tamil Typewriting and Shorthand shall be in force only upto 31st December 1971.

Provided also that if a person appointed to the post of Typist or Steno-typist in the Treasuries and Accounts Department who has not attained 45 years of age on the 1st January 1972, fails to acquire the qualification in Tamil Typewriting at least by Lower Grade within a period of two years from the 1st January 1972, he shall not be eligible to draw increments in the time scale of pay applicable to him or for appointment as full member, until he acquires the said qualification; such ineligibility to draw increments shall not have the effect of postponing his future increments after he has acquired the said qualification.

Provided also that a person appointed to the post of Typist or Steno-typist in the Treasuries and Accounts Department, on or after the 1st January 1972, shall acquire the qualification in Tamil Typewriting and/or Tamil Shorthand as the case may be, at least by Lower Grade within the prescribed period of probation.

Provided also that if a person appointed to the post of Steno-typist by direct recruitment fails to pass the Tamil Shorthand by the Lower Grade but has passed the Tamil Typewriting by the Lower Grade within the prescribed period of probation or extended period of probation and if he desires, he shall be appointed to the post of Typist and his probation shall be declared in the post of Typist counting the service previously

rendered in the post of Steno-typist. There shall be no objection to re-appoint such a person to the post of Steno-typist after he passes the Tamil Shorthand by the Lower Grade.

(ii) If any member of the service referred to in any of the items specified below fails to acquire the prescribed qualification as required by sub-rule (a), he shall not be eligible to draw increments in the time-scale of pay applicable to him and, in case he is not a full member of the service, for appointment as full member, until he has so qualified himself. Such ineligibility to draw increments shall not have the effect of postponing his future increments after he has to qualified himself.

Headings in the said Annexure		*Item Number*
Commissioner for Government Examinations	..	4
The Governor's Household	..	(ii)

(iii) If any member of the service referred to in item 3 to 5 under the heading "Jail Department (including Borstal School) in the said Annexure fails to pass the Jail Test, Part-I, as required by sub-rule (a), he shall not be eligible to draw any increments in the time-scale of pay applicable to him until he passes the said test but such ineligibility to draw increments shall not have the effect of postponing his future increments after he has passed the test.

(iv) A member of the service referred to in items 1 to 3 under the heading "Local Fund Audit Department and a member of the service referred to in item 1 under the heading State Trading Schemes Department in the said Annexure shall not be deemed to have satisfactorily completed the prescribed period of his probation and shall not be entitled to appointment as a full member of the service or be eligible for increments in the time-scale of pay applicable to him, unless and until he has passed the prescribed Test or Tests as the case may be. Such ineligibility for increments shall not have the effect of postponing his future increments after he has passed the prescribed test or tests as the case may be.

If he fails to pass the said test or tests as required by sub-rule (a), the appointing authority shall forthwith by order terminate his probation and (i) discharge him from service if he was appointed by direct

Commercial Taxes Department

1. Office of the Commissioner of Commercial Taxes.

    (i) Superintendents.

    (ii) Assistants.

2. Offices of the Deputy Commissioners of Commercial Taxes and Subordinate Offices.

    (i) Head Clerks.

    (ii) Assistants.

3. Office of the Tamil Nadu Sales Tax Appellate Tribunal including additional benches and Tamil Nadu Agricultural Income Tax Appellate Tribunal.

    (i) Superintendent

    (ii) Junior Accountant.

    (iii) Assistant.

Director of Government Examinations

1. Superintendents.
2. Accountant.
3. Assistants.

Department of Correctional Administration

1. Superintendent, Office of the Director of Correctional Administration.
2. Office Managers, Government Approved Schools.

Office of the District Election Officer, Madras City.

1. Superintendent.
2. Assistant.

Department of Statistics

1. Superintendents.
2. Assistants.

Dairy Development Department

(i) Superintendents,

(ii) Commercial Accountant Grade I.

(iii) Commercial Accountant Grade II.

(iv) Assistants including Accountant, Cashier, Store-Keeper in the same grade of Assistant.

Office of the Commissioner of Civil Supplies

1. Superintendents.
2. Assistants.

Department of Legal Studies

1. Manager.
2. Head Clerk.
3. Assistant.
4. Accountant

Directorate of Tamil Development

(i) Superintendents.

(ii) Assistants.

Electrical Inspectorate

Office of the Chief Electrical Inspector to Government.

1. Superintendents.
2. Assistants.

Employment and Training Department

Employment Branch

Assistants.

Training Branch

1. Superintendents.
2. Office Managers.
3. Auditor.
4. Assistants.
5. Accountants.
6. Store-Keepers in the Scale of Pay of Rs. 705-20-745-25-845-35-1230 and above.

Fire Service Department

1. Superintendents in the Office of the Director of Fire Service and Subordinate Offices.
2. Assistants.

Fisheries Department

1. Superintendents.
2. Accountants.
3. Assistants.

Tamil Nadu Forensic Science Laboratory

1. Superintendent.
2. Assistant including Assistant-*cum*-Cashier, Forest Department.

1. Managers in the Offices of—

(i) Chief Conservatory of Forests, and

(ii) Conservators.

2. Superintendents in the Office of the Chief Conservator of Forests.
3. Senior Accountants.
4. Head Clerks.
5. Junior Accountants.
6. Assistants.

Government Museums and Connemara Public Library

1. Government Museum, Madras.
   - (i) Head Clerk.
   - (ii) Store-Keeper.
2. Connemara Public Library.

   Manager.

Adi Dravidar and Tribal Welfare Department

1. Superintendents.
2. Assistants.

Medical Services and Family Welfare Department

Medical Wing:-

1. Superintendents, Office of the Director of Health Services and Family Planning.
2. Accountants.
3. Assistant Lay Secretaries.
4. Manager, Employees State Insurance Hospital.
5. Assistants other than the Examiner in the Office of the Director of Medical Services and Family Welfare Department (including Cash-Keeper and Tour Clerk to the Director of Medical Services and Family Welfare Department).

6. Assistants, Head Clerks, Medical Store-keepers (non-technical Cashiers, Accountants,Linen Keepers, Provision Store-keepers, Hospital Stoppages Clerks etc. in the city and mofussil medical institutions in the scale of Rs.705-20-745-25-845-35-1230.

Medical Education Department:-

1. Office Superintendents and Assistant Lay Secretaries.

2. Managers.

2A. Commercial Accountant.

3. Assistants (including the Tour Clerks to the Director of Medical Education).

Highways and Rural Works Department

(i) Managers of the Office of the Superintendenting Engineer.

(ii) Superintendents in the Office of the Chief Engineer (Highways and Rural Works) and all other branches of the Office of the Superintending Engineers and Divisional Engineers.

(iii) Assistants in all Offices in the Department.

Hindu Religious and Charitable Endowments (Administration) Department

1. Superintendents.

2. Managers.

3. Inspectors..

4. Assistants.

The Governor's Household

Office of the Comptroller, Governor's Household—

(i) Superintendent.

(ii) Cashier.

(iii) House Steward, Governor's Household.

(iv) Assistant.

(v) Assistant House Steward, Governor's Household.

Industries Department

1. Managers in the Offices of
   (i) Director of Industries and Commerce.
   (ii) Chemical Testing and Analystical Laboratory, Madras.
   (iii) Subordinate Offices and
   (iv) Assistant Director of Industries and Commerce, Dharmapuri.
2. Accounts Assistants.
3. Superintendents
4. Auditor.
5. Commercial Accountants.
6. Head Clerks; Assistants/Accountants and Store-keepers in the scale of Rs.705-20-745-25-845-35-1230.
7. Assistant employed as Personal Clerk.

Office of the Director of Municipal Administration

1. Manager.
2. Superintendents.
3. Assistants.
4. Assistant employed as Personal Clerk.

Jail Department (including Borstal School)

1. Office Managers, Grade-I, and Grade-II,

   Superintendents.

2. Office of the Chief Probation Superintendent—

   Superintendent.

3. Central Jail, Coimbatore—

   Store Keepers.

4. Assistants.

Labour Department

1. Manager.
2. Superintendents.
3. Accountants.
4. Assistants.

Tamil Nadu Archives

1. Grade A - Superintendents.
2. Research Assistant; and
3. Grade B - Superintendent.

National Cadet Corps

1. Superintendents.
2. Assistants.

Panchayat Development Department

I. Office of the Director of Rural Development including Offices of Tamil Nadu Local Administration Radio and Television Maintenance Organisation in Madras.

II. Panchayat Development Branches in the Collectorate, Divisional Development Offices, Panchayat Union Offices, Rural Extension Training Centres and Tamil Nadu Local Administration Radio and Television Maintenance Organisation Offices taken together in each Revenue District.

(1) Assistants and Accountants.

(2) Rural Welfare Officers, Grade-I.

Police Department

1. Superintendents.
2. Superintendents (Cash)
3. Assistants.

Port Department

Office of the State Port Officer, Madras and other Port Offices at Outports—

Superintendents.

Public Health and Preventive Medicine Department

1. Superintendents.
2. Accountants.
3. Assistants.

Public Health Engineering and Municipal Works

1. Office of the Chief Engineer, Public Health Engineering and Municipal Works.

 (i) Superintendents.

 (ii) Assistants.

2. Public Health Engineering Circle Offices:
   (i) Superintendents.
   (ii) Managers.
   (iii) Office Assistants.
   (iv) Assistants.
3. Public Health Engineering Division Officers—
   (i) Assistants.
4. Public Health Engineering Sub-Division Offices:
   (i) Assistants.

Public Works Department

1. Office of the Chief Engineers in all branches—
   (i) Managers.
   (ii) Superintendents.
   (iii) Assistants.
2. Offices of the Superintendenting Engineers in all branches—
   (i) Superintendents.
   (ii) Assistants.
3. Offices of the Executive Engineers and Assistant Executive Engineers in all branches—

   Assistants.
4. Offices of the Chief Inspector of Boilers and Assistant Inspector of Boilers in the Boiler Branch—
   (i) Superintendents.
   (ii) Assistants.

Registration Department

1. Assistants.
2. Junior Assistants.

Rehabilitation Department

1. Superintendents.
2. Assistants.
3. Assistant employed as Personal Clerk.

Public (Information and Public Relations) Department

Assistants in the Institute of Film Technology.

Public Libraries Department

1. Superintendents.
2. Assistants.

Revenue Department

1. Office of the Commissioner of Revenue Administration—

(i) Superintendents.

(ii) Assistants.

2. Collectorates and Subordinate Offices—

(i) Huzur Head Accountants.

(ii) Second Accountants in Collectors' Offices and Huzur Second Assistants.

(iii) Assistants.

(iv) Fair copying Superintendents in Collectors' Offices.

Explanation: The Madras Collectorate includes besides the Madras Taluk Office, the Office of the Pay Master, Carnatic Stipends.

Land Administration Department

(i) Superintendents.

(i) (A) Private Secretary to the Commissioner of Land Administration.

(ii) Assistants.

(ii) (A) Personal Assistants in the Office of the Commissioner of Land Administration.

Land Reforms Department

1. Office of the Director of Land Reforms,-

   (i) Superintendents.

   (ii) Assistants.

2. Office of the Director of Urban Land Ceiling and Urban Land Tax and the Offices of the Assistant Commissioners of Urban Land Tax,-

   (i) Superintendents.

   (ii) Assistants; and

   (iii) Assistants employed as Personal Clerk.

School Education Department

1. Superintendents.
2. Head Clerks.
3. Assistants.

Revenue Settlement Parties

1. Head Clerks.
2. Head Accountants.
3. Assistants.

Social Welfare Department

1. Superintendent.
2. Assistant.

Department of Ex-servicemen's Welfare

(i) Directorate of Ex-servicemen's Welfare.

(a) Superintendent.

(b) Accountant.

(c) Assistants.

(ii) Office of the Assistant Director of Ex-Servicemen's Welfare.

Assistants.

Stationery and Printing Department

1. Manager, Stationery Office.
2. Superintendents. Provided that upto and inclusive of the 10th May 1964 reference to the Superintendents shall be construed as references to Office Assistants.
3. Office Manager, Government Press.
4. Superintendent, Commercial Accounts Section.
5. Store Keeper, Publication Store.
6. Assistants.
7. Chief Cash Keeper.
8. Assistant employed as Personal Clerk.

Survey and Land Records Department

1. Superintendents.
2. Assistants.

Technical Education Department

1. Office Managers.
2. Superintendents.
3. Accountants.
4. Head Clerks.
5. Assistants.
6. Bursar in the Technical Education Department.

Town and Country Planning Department

(i) Superintendent.

(ii) Assistants.

Tamizhagam Guest House, Udhagamandalam

Accountant.

Tamil Nadu House, New Delhi

Accountant.

Town Panchayat Department

Head Clerks.

Assistants.

Revenue Inspectors.

Transport Department

1. Office of the Transport Commissioner, Madras—

(i) Superintendent.

(ii) Accountant.

(iii) Assistants.

2. Regional Transport Offices—

i. Superintendent.

ii. Head Clerk.

iii. Accountants.

iv. Assistant.

Treasury and Accounts Department

Accountant.

Tribunal/Commissioner for Disciplinary Proceeding

1. Superintendent.
2. Assistants.

Veterinary Education and Research Department Office under the control of the Director of Veterinary Education and Research and Dean, Madras Veterinary College.

i. Superintendents.

ii. Accountant.

iii. Assistants.

SECTION B - SELECTION GRADES.

COLLEGIATE EDUCATION DEPARTMENT

Superintendents.

Commercial Taxes Department

Superintendents in the Office of the Commissioner of Commercial Taxes.

Commissioner for Government Examination

Assistants.

Adi Dravidar and Tribal Welfare Department

Superintendent in the Office of the Director of Adi Dravidar and Tribal Welfare.

Police Department

Superintendents

Revenue Department

Superintendents in the Office of the Commissioner for Revenue Administration.

School Education Department

Superintendent.

Land Administration Department

Superintendents in the Office of the Commissioner of the Land Administration. Private Secretary to the Commissioner of Land Administration.

Superintendents in the Office of the Director of Settlement, Madras.

Land Reforms Department

Superintendents in the Office of the Director of Land Reforms.

ANNEXURE-II

(Referred to in rule 10)

APPOINTING AUTHORITY

Category and Posts (1)		*Appointing Authority* (2)

Agriculture Department

1. Office of the Director of Agriculture, Madras.-

Non-Security

(i)	Manager and Superintendents	:	Additional Director of Agriculture (Personnel and Planning)
(ii)	Assistants	:	Additional Director of Agriculture (Personnel and Planning)
(iii)	Junior Assistants, Typists and Steno-Typists.	:	Senior most Administrative Officer in the Office of the Director of Agriculture.
(iv)	Assistant employed as Personal Clerk	:	Additional Director of Agriculture (Personnel and Planning)

Security

(i)	Depot Manager - Grade - I	:	Additional Director of Agriculture (Personnel and Planning)
(ii)	Depot Manager - Grade - II	:	

Category and Posts (1)			Appointing Authority (2)
2. Other Offices.-			
			Non-Security
(i)	Superintendents	:	Additional Director of Agriculture (Personnel and Planning)/Deputy Director incharge of region concerned.
(ii)	Commercial Accountant.	:	Additional Director of Agriculture (Personnel and Planning)
(iii)	Assistants.	:	Additional Director of Agriculture (Personnel and Planning)/Deputy Director incharge of region concerned.
			Provided that the Additional Director of Agriculture (Personnel and Planning)/Deputy Director incharge of the region concerned shall exercise the power of transfer, posting, declaration of probation within their jurisdiction.
(iv)	Junior Assistants Typists and Steno-typists.	:	Head of Offices.
			Security
(i)	Depot Manager-Grade-I	:	Additional Director of Agriculture (Personnel and Planning)

Category and Posts (1)		Appointing Authority (2)
		Provided that the Unit Officers namely, Deputy Directors of Agriculture/Programme Director, Thanjavur/Director, Agricultural Experiment Institute, Kudumiamalai and Project Officer, Nilgirist Agricultural Development Project, Ooty, shall exercise the power of transfer, posting, declaration of of probation within their jurisdiction.
(ii) Depot Manager - Grade - II	:	Unit Officers namely, Deputy Directors of Agriculture, Programme Director, Thanjavur, Director, Agricultural Experiment Institute, Kudumia-malai and Project Officer, Nilgirist Agricultural Develop-ment Project, Ooty within their respective jurisdiction. Provided that the appointment shall be made from a list of eligible candidates approved by the Additional Director of Agriculture (Personnel and Planning)
(iii) Depot Manager - Grade III	:	Heads of Offices from among the list of candidates allotted by the Unit Officer.

Agricultural Income Tax Department

All members of the Service	:	Commissioner of Agricultural Income-Tax.

Category and Posts (1)		*Appointing Authority* (2)
Market Committees		
Junior Assistants, Steno-Typists and Typists.	:	Secretary of the Market Committee concerned.
Animal Husbandry Department		
1. Office of the Director of Animal Husbandry—		
All members other than Junior Assistants and Typists	:	Director of Animal Husbandry.
Junior Assistants and Typists.	:	Personal Assistant to the Director of Animal Husbandry.
2. Institute of Veterinary Preventive Medicine, Ranipet—		
Commercial Accountant and Accountant.	:	Director of Animal Husbandry.
Junior Assistants, Store-Keeper and Typist.	:	Superintendent of the Institute.
3. Office of the Poultry Development Officer, Madras—		
Head Clerk	:	Director of Animal Husbandry.
Junior Assistant and Typist	:	Poultry Development Officer.

Category and Posts (1)		*Appointing Authority* (2)
4. Office of the Superintendent, Livestock Research Station, Hosur—		
Accountant	:	Director of Animal Husbandry.
Junior Assistant, Typist and Store-keeper.	:	Superintendent, Livestock Research Station, Hosur.
5. District Veterinary Offices—		
Head Clerk	:	Director of Animal Husbandry.
Junior Assistants and Typists.	:	District Veterinary Officer concerned. Provided that the authority competent to make transfers from the jurisdiction of one appointing authority that of another shall be the Director of Animal Husbandry.
6. Office of the Veterinary Disease Investigation Officer, (Cattle), Ranipet—		
Junior Assistant	:	Veterinary Disease Investigation Officer, (Cattle).
7. Office of the Veterinary Disease Investigation Officer (Poultry).-		
Junior Assistant	:	Veterinary Disease Investigation Officer, (Poultry).
8. Assistant Statistical Investigators in the Statistical Branch of the Animal Husbandry Department.	:	Joint Director of Animal Husbandry (Statistics). Provided that transfers shall be made by the Additional Director of Animal Husbandry.

Category and Posts (1)		*Appointing Authority* (2)
Backward Classes Department		
All members of the Service.	:	Director of Backward Classes.
Archaeological Department		
All members of the Service.	:	Director of Archaeology.
Cinchona Department		
1. Office of the Director, Cinchona Department—		
All members of the Service	:	Director, Cinchona Department.
2. Subordinate Offices—		
(a) Superintendent and Assistants:	:	Director, Cinchona Department.
(b) Junior Assistant in the office of the Manufacturing Chemist.	:	Manufacturing Chemist.
(c) Junior Assistants and Typists in the Office of the Superintendents of the Cinchona Plantations and in their Subordinate offices.	:	Superintendent concerned. Provided that the authority competent to make transfer from the jurisdiction of one appointing authority to that of another shall be the Director, Chinchona Department.
(d) Junior Assistant in the Office of the Sales Manager.	:	Sales Manager.

Provided that for the purpose of appointment as full member of approved probationers in the respective categories of Junior Assistants and Typists, the entire Cinchona Department shall be the unit, and such appointment shall, in all cases, be made by the Director, Cinchona Department.

Collegiate Education Department

1.	Superintendents, Assistants, in the Department and all other posts in the Office of the Director of Collegiate Education.	:	Deputy Director of Collegiate Education (Personnel) or Joint Director of Collegiate Education (Personnel) as the case may be. Provided that during the period from 21st May 1965 to 6th August 1967 and from 7th August 1967 to 5th May 1974 the Joint Director of Higher Education or Deputy Director of Higher Education and Joint Director of Collegiate Education or Deputy Director of Collegiate Education shall respectively be construed as appointing authority.
2.	Librarian and Assistant Librarian, Government Oriental Manuscripts Library.	:	Deputy Director of Collegiate Education (Personnel) or Joint Director of Collegiate Education (Personnel) as the case may be.

Provided that for the periods specified in column (1) of the Table below, the officers specified in corresponding entries in column (2) shall be construed as appointing authorities.

THE TABLE

Period (1)		*Appointing Authority* (2)
From 21-5-65 to 19-8-66 (both days inclusive).	:	Deputy Director of Higher Education or Joint Director of Higher Education.
From 20-8-66 to 3-9-68 (both days inclusive)	:	Deputy Director of School Education or Joint Director of School Education.
From 4-9-68 to 23-10-69 (both days inclusive)	:	Deputy Director of Collegiate Education or Joint Director of Collegiate Education.
From 24-10-69 to 31-7-72 (both days inclusive)	:	Joint Director of School Education.
From 1-8-72 to 8-7-76 (both days inclusive)	:	Director of Public Libraries.
3. Junior Assistants Typists and Steno-typists in Government Oriental Manus-cripts Library.	: :	Curator, Government Oriental Manuscripts Library.
4. Junior Assistants, Typists, Steno-typists, Store-keepers and Clerical Librarians in Govt. Colleges.	: :	Principal of the Government College concerned.

5. Junior Assistants Typist and Steno-typist in the Office of the Deputy Director of Collegiate Education of the Regions.	:	Deputy Director of Collegiate Education of the Region concerned. Provided that on and from the 1st December 1979, the authority competent to transfer Assistants, Junior Assistants, Typists and Steno-typists from one College/Office except Directorate to another College/ Office within the Region shall be the Deputy Director of Collegiate Education of the Region concerned.

Commercial Taxes Department

1. Office of the Commissioner of Commercial Taxes—

All members of the Service	:	Commissioner of Commercial Taxes.

2. Office of Deputy Commissioner of Commercial Taxes—

All members of the Service.	(i)	Deputy Commissioner of Commercial Taxes concerned except Madras (North) and Madras (South) Divisions.
	(ii)	Deputy Commissioner of Commercial Taxes, Madras (South) in respect of Madras (North) and Madras (South) Divisions.

3. **Offices of the Appellate Assistant Commissioners of Commercial Taxes—**

All members of the Service	:	Appellate Assistant Commissioner of Commercial Taxes concerned.

4. **Offices of Commercial Tax Officers and Subordinate Offices—**

All members of the Service including Gujarathi Knowing Assistants.	:	Commercial Tax Officer concerned: Provided that temporary appointment under General Rule 10(a)(i) may be made by the Deputy Commercial Tax Officer or the Assistant Commercial Tax Officer concerned: Provided further that— 1. The authority competent to make transfers of Assistants and Junior Assistants and Typists from one Division to another and from a district to the Office of the Commissioner of Commercial Taxes and vice versa shall be the Commissioner of Commercial Taxes. 2. The authority competent to make transfers of Gujarathi knowing Assistants from the jurisdiction of one Commercial Taxes Officer to another within the State shall be the Commissioner of Commercial Taxes.

	3. The authority competent to prepare the annual list of approved candidates for appointment to the post by promotion and by recruitment by transfer shall be the appointing authority or the authority nominated for this purpose by the Head of the Department.

5. Offices of the Tamil Nadu Sales Tax Appellate Tribunal, including Additional Benches —

(i)	Superintendents/ Junior Accountant and Assistants.	:	Chairman, Tamil Nadu Sales Tax Appellate Tribunal.
(ii)	Junior Assistants/Steno-Typists and Typists.	:	The Secretaries of the respective Branches of the Tamil Nadu Sales Tax Appellate Tribunal. Provided that the authority competent to transfer from the offices under the control of one appointing authority to those under the control of another, shall be the Chairman, Tamil Nadu Sales Tax Appellate Tribunal.

6. Office of the Tamil Nadu Agricultural Income Tax Appellate Tribunal—

All members of the Service.	The Secretary of the Tamil Nadu Agricultural Income Tax Appellate Tribunal.

Director of Government Examinations

(1)	Superintendents, Assistants and Accountants in the Directorate of Government Examinations, Madras including Regional Offices.	:	Joint Director of Government Examinations.
(2)	Junior Assistants and Typists in the Directorate of Government Examinations.	:	Secretary to the Director of Government Examinations..
(3)	Junior Assistants and Typists in the Regional Directorate of Government Examinations.	:	Regional Deputy Director of Government Examinations of the respective Regions.

Office of the District Election Officer, Madras City—

Superintendents, Assistants, Junior Assistants and Typist	:	District Election Officer, Madras City.

Office of the Commissioner of Civil Supplies and Consumer Protection inclusive of Subordinate Offices under its control.

All members of the Service	:	Deputy Commissioner of Civil Supplies - II.

Connemara Public Library

Manager. Assistants/Junior Assistants.	:	Director of Public Libraries.

Cooperative Department

Junior Assistants and Typists in the Registrar of the Cooperative Societies.	:	Personal Assistant to the Registrar of Cooperative Societies.
Junior Assistants and Typists in the Office of Deputy Registrars.	:	Deputy Registrar of Co-operative Societies concerned.

Provided that —

(1) for the purpose of appointment of approved probationer's in all offices in the Department as full members of the service the provisions of sub-rule (a) of General Rule 31 shall apply to the jurisdiction of the Joint Registrar taken as the unit and such appointment shall, in all cases, be made by the Joint Registrar; and

(2) Transfers from the office of the Registrar to the office of the Deputy Registrar of Co-operative Societies and vice versa or from the office of the Deputy Registrar of Co-operative Societies to that of another shall be made by the Joint Registrar.

Department of Correctional Administration

(1) Office of the Director of Correctional Administration -

All members of the Service.	:	Director of Correctional Administration.

(2) Government Approved Schools for Boys -

(i)	Office Managers	:	Director of Correctional Administration.
(ii)	Other members of the Service	:	Superintendent concerned.

Provided that the office of the Director of Correctional Administration and Government Approved Schools for Boys in the Department of Correctional Administration shall form one unit for the purpose of application of the General Rules governing determination of suitabilty for full membership and appointment as full members.

Dairy Development Department

(a)	Superintendents and Commercial Accountant Grade I in all offices.	:	Commissioner for Milk Production and Dairy Development, Madras.
(b)	Assistants including Account-ant, Commercial Accountant Grade II Store-keeper and Cashier in the same grade of post.	:	Deputy Milk Commissioner (Administration) Office of the Commissioner of Milk Production and Dairy Development, Madras.

(c)	Junior Assistants including Assistant Cashiers and Assistant Store-Keepers in the same grade Typists, Steno-typists in all offices except the offices of the Deputy Registrar (Dairying) Erode and the Project Officer, Milk Project, Madurai.	:	Deputy Milk Commissioner (Administration) Office of the Commissioner for Milk Production and Dairy Development, Madras.
(d)	Junior Assistants including Assistant, Cashiers and Assistant Store-keeper in the same grade, Typists, Steno-typists in the Office of the Project Officers, Milk Project, Madurai.	:	Project Officer, Milk Project, Madurai. Appointment of full members - Deputy Milk Commissioner (Administration), Office of the Commissioner for Milk Production and Dairy Development, Madras.
(e)	Junior Assistants including Assistant Cashiers and Assistant Store-keeper on the same grade, Typists, Steno-Typists, in the office of the Deputy Registrar (Dairying), Erode.	: : :	Deputy Registrar, (Dairying), Erode. Appointment of full members — Deputy Milk Commissioner (Administration), Office of the Commissioner for Milk Production and Dairy Development. Madras.

Provided that the authority competent to make transfers **except** the members in the category of **Superintendents and Commercial**

Accountant Grade I from the jurisdiction of one Appointing authority to that of another shall be the Deputy Milk Commissioner (Administration), Office of the Commissioner for Milk Production and Dairy Development, Madras.

Department of Statistics

All members of the Service	:	Joint Commissioner of Statistics (Personnel).

Provided that the authority competent to declare the completion of probation of the members of the service shall be the District Statistical Officers, the Regional Supervisory Officers, the Special District Statistical Officers, or the Research Officer, Thanjavur, as the case may be, under whose control they are working.

Department of Legal Studies

All members of the Service.	:	Director of Legal Studies.

Directorate of Tamil Development

All members of the service	:	Director of Tamil Development.

Directorate of Vigilance and Anti Corruption

Superintendents Vigilance and Anti-Corruption.	:	Deputy Director.
Assistants, Junior Assistants, Typist and Steno-typists.	:	Superintendent of Police (Central Range) Vigilance and Anti-Corruption.

Electrical Inspectorate

All members of the Service	:	Chief Electrical Inspector to Government.

Employment and Training Department

Employment Branch

(i) CENTRAL OFFICE

1.	Assistant (including Accountant and Telephone Operator)	:	Joint Director of Employment.
2.	Junior Assistant, Typists/Steno-typists	:	Assistant Director of Employment (Administration).

(ii) SUBORDINATE OFFICES

1.	Assistant (including Accountant and Telephone Operator)	:	Joint Director of Employment.
2.	Junior Assistants, Typists/Steno-typists	:	Gazetted Head of the Office concerned(Assistant Director of Employment, District Employment Officer or Deputy Chief, as the case may be).

Training Branch

i) Office of the Director of Employment and Training:—

1.	Superintendents	:	Director of Employment and Training.
2.	Auditors	:	Director of Employment and Training.
3.	Assistants	:	Joint Director (Craftsman, Training).
4.	Junior Assistants, Typists and Steno-typists.	:	Gazetted Assistant (Administration).
			Provided that the Joint Director (Craftsman Training) shall be authority competent to make transfers of Superintendents and Auditors.

ii) Subordinate Offices:

1.	Office Managers	:	Director of Employment and Training.
2.	Assistants, Store-keepers and Accountants.	:	Joint Director (Craftsman Training).
3.	Junior Assistant, Assistant Store-Keeper, Typist and Steno-typist.	:	Principals of the Government Industrial Training Institutes or Assistant Director of Training or Related Instruction Centres or Regional Deputy Director of Training, as the case may be. Provided that the Joint Director (Craftsman Training) shall be the authority competent to make transfer of office Managers.

Fire Service Department

1. Office of the Director of Fire Service, Madras:-

Superintendents	:	Director of Fire Service.
Assistants, Junior	:	Administrative Personal
Assistant, Typist and Steno-typist.	:	Assistant to the Director of Fire Service.

2. Office of the Deputy Director of Fire Service, Northern Region (including the State Workshop and State Training School), Office of the Deputy Director of Fire Service, Southern Region and the other Divisional Fire Offices:-

Superintendent	:	Director of Fire Service.
Assistant, Junior Assistant, Typist and Steno-typist.	:	Divisional Fire Officers concerned.

Provided that the inter-regional transfers of all non-gazetted Officers both executive and ministerial shall be made by the Deputy Directors of Fire Service, Northern and Southern Regions, in consultation with each other.

Fisheries Department

1. Office of the Director of Fisheries:-

(a) Junior Assistants, Typists, Steno-typists and Telephone Operators.	:	Personal Assistant to the Director of Fisheries.
(b) All other posts	:	Director of Fisheries.

2. Subordinate Offices.—

(a) Junior Assistants and Typists and Steno-typists.	:	Head of the Office concerned.
(b) All other posts	:	Director of Fisheries.

Tamil Nadu Forensic Science Laboratory

1.	Superintendent	:	
2.	Assistant including Assistant-*cum*-Cashier.	:	
3.	Junior Assistant	:	Director of Tamil Nadu Forensic Science Laboratory.
4.	Junior Assistant-*cum*-Typist.	:	
5.	Typist including Steno-typist.	:	

Forest Department

1. Office of the Chief Conservator of Forests, Madras.

i) Manager, Superintendents and Senior Accountants.	:	
ii) Personal Clerks to the Chief Conservator of Forests, Assistants, Junior Assistants and Typists including Steno-typists.	:	Chief Conservator of Forests, Madras.

2. Conservators' Offices—

(i) Managers and Senior Accountants.	:	Chief Conservator of Forests, Madras.
(ii) Assistants, Junior Assistants and Typists including Steno-typists.	:	Provided that the authority competent to make transfer within a circle shall be the Conservator of Forests concerned and from one circle to another circle shall be the Chief Conservator of Forests.

3. Divisional Forest Offices—

(i) Head Clerks, Junior Accountants and Assistants.	:	Chief Conservator of Forests, Madras. Provided that the authority competent to make transfer within a circle shall be the Conservator of Forests concerned and from one circle to another circle shall be the Chief Conservator of Forests.

(ii)	Junior Assistants, Typists and Steno-typists.	Chief Conservator of Forests, Madras. Provided that the authority competent to make transfer within a division shall be the District Forest Officers concerned, within a circle shall be the Conservator of Forests concerned and from one circle to another circle shall be the Chief Conservator of Forests.

Government Museums and Connemara Public Library

Superintendent, Government Museum, Madras and Associate Librarian, Connemara Public Library, Head Clerk, Junior Assistants and Store-Keepers.	Director of Museums and Associate Librarian, Connemara Public Library.

Handlooms Department

Superintendents and Assistants, Junior Assistants and Typists	Director of Handlooms Assistant Director (Textiles)

Adi Dravidar and Tribal Welfare Department

Office of the Director of Adi Dravidar and Tribal Welfare:

1. i. Superintendents and Assistants.	Director of Adi Dravidar and Tribal Welfare.

2. Adi Dravidar and Tribal Welfare High Schools and Hostels.-

Junior Assistants in Adi Dravidar and Tribal Welfare High Schools and Hostels and Typist in the Adi Dravidar and Tribal Welfare High Schools.	:	Personal Assistant to the Director of Adi Dravidar and Tribal Welfare.

District Welfare Offices—

(1) Superintendents	:	Director of Adi Dravidar and Tribal Welfare.
(2) Junior Assistants and Typists.	:	Personal Assistant to the Collector concerned or the District Welfare Officer in the Grade of a Divisional Officer, as the case may be.

Kallar Reclamation staff—

Accountants and Junior Assistants.	:	Special Deputy Collector, Kallar Reclamation.

Aziz Nagar Settlement, South Arcot District—

Accountant, Assistant and Junior Assistant.	:	Collector of South Arcot

Medical Services and Family Welfare Department

Medical Wing:

1. Office of the Director of Medical Services and Family Welfare—

(a) Superintendents	:	Director of Medical Services and Family Welfare.

(b)	Assistants including Personal Clerk to Director of Medical Services and Family Welfare, Junior Assistants, Typists and Steno-typists and Examiner, Current Section.	Deputy Director of Medical Services and Family Welfare (Administration).

2. Other Offices and Institutes—

(a)	Posts in the scale of pay of Rs.250-10-300-15-450	Deputy Director of Medical Services and Family Welfare (Administration).
(b)	Posts below the scale of Rs.250-10-300-15-450	Head of the Office or Institution concerned not below the rank of Civil Surgeon.

Medical Education Department

(a)	Superintendents, Commercial Accountants, Assistants including the Tour Clerk to the Director of Medical Education and Examiner. Current Section and posts in the scale of pay of Rs.705-20-745-25-845-35-1230 and above.	Director of Medical Services and Family Welfare. Provided that the posting shall be made by the Director of Medical Education, Madras from the list of candidates appointed to the respective category and allotted by the Director of Medical Services and Family Welfare, Madras, in the order of preference.
(b)	Junior Assistants, Typists and Steno-typists.	Assistant Director of Medical Education (Administration).

(c)	Posts below the scale of pay of Rs.705-20-745-25-845-35-1230	:	Heads of the Office or the Institution concerned not below the rank of a Civil Surgeon. Provided that the authority competent to make transfer from the jurisdiction of one appointing authority to that of another under the control of the Director of Medical Services and Family Welfare, shall be the Director of Medical Services and Family Welfare, and under the control of the Directorate of Medical Education shall be the Director of Medical Education. Provided further that.— (1) transfers of the members of all categories of Ministerial Service from the Medical Service and Family Welfare Department to the Medical Education Department and Vice Versa shall be made by the Director of Medical Services and Family Welfare with the concurrence of the Director of Medical Education.

(2) for the purpose of appointment as full members or approved probationers in the respective categories of Junior Assistants, Typists, Steno-typists, Assistants, Higher Grade Ministerial staff (viz. Office Superintendents, Managers, Accountants and others), the entire Medical Department (i.e. Medical Services and Family Welfare Department, the Medical Education Department of Indian Medicine) shall be treated as a single unit for each category and such appointments shall in all cases be made by the Director of Medical Services and Family Welfare.

Highways and Rural Works Department

(A) Office of the Chief Engineer (Highways) and all other branches.-

(i)	Superintendent	:	Chief Engineer (Highways and Rural Works)
(ii)	Assistant	:	Chief Engineer (Highways and Rural Works)
(iii)	Junior Assistant, Typist and Steno-typist.	:	Deputy Chief Engineer, (Highways).

(B) Office of the Superintending Engineers.

(i)	Manager	:	Chief Engineer (Highways and Rural Works)
(ii)	Superintendent	:	Chief Engineer (Highways and Rural Works)
(iii)	Assistants	:	Chief Engineer (Highways and Rural Works)
(iv)	Junior Assistants, Typist and Steno-typist.	:	Superintending Engineer concerned.

(C) Division and Sub-Division Offices.

(i)	Superintendent	:	Chief Engineer (Highways and Rural Works)
(ii)	Assistants	:	Chief Engineer (Highways and Rural Works)
(iii)	Junior Assistants	:	First appointment and transfer within the division - Divisional Engineer concerned. Appointment of full members, promotion - Chief Engineer (Highways and Rural Works)
(iv)	Typists	:	First appointment - Divisional Engineer concerned. Appointment of full member - Chief Engineer (Highways and Rural Works) Transfer within the division - Divisional Engineer concerned.

Transfer within the circle - Superintending Engineer concerned.

Hindu Religious and Charitable Endowments (Administration)

1.	Superintendents (including Managers)	Commissioner
2.	Inspectors	Commissioner
3.	Assistants (including Accountants)	Commissioner
4.	Junior Assistants	: Provided that
5.	Typists and Steno-typists.	: (i) the authority competent to make and approve the temporary appointments of Junior Assistants, Typists and Steno-typists in the office of the Deputy Commissioners under rule 10(a)(i) of the General Rules for the Tamil Nadu State and Subordinate Services shall be the Deputy Commissioner concerned;
		(ii) the authority competent to make temporary appointments of Junior Assistants, Typists and Steno-typists in the Offices of the Assistant Commissioners under rule 10(a)(i) of the General Rules for the Tamil Nadu State and Subordinate Services, shall be the Assistant Commissioners concerned and the authority

competent for approving the above temporary appointments in the offices of the Assistant Commissioners shall be the Deputy Commissioner of the division concerned;

(iii) the authority competent to make the temporary appointments of Junior Assistants, Typists and Steno-typists in the office of the Commissioner, Hindu Religious and Charitable Endowments (Administration) Department, Madras, under rule 10(a)(i) of the General Rules for the Tamil Nadu State and Subordinate Services shall be the Deputy Commissioner (Head-quarters) and the Personal Assistant to the Commissioner.

(iv) the authority competent to make transfers of Inspectors (including Head Clerk), Assistants (including Accountants), Junior Assistants, Typists and Steno-typists working in the offices of the Deputy Commissioners and Assistant Commissioners within the Jurisdiction of the Deputy Commissioners shall be the Deputy Commissioner concerned.

Provided further that the authority competent to declare probation in respect of Assistants (including Inspectors and Accountants), Junior Assistants, Typists and Steno-typists in the office of the Commissioner shall be the Deputy Commissioner (Head-Quarters) and the Personal Assistant to the commissioner and in respect of members of the staff in the office of the Deputy Commissioner and in the office of the Assistant Commissioner within the Deputy Commissioner's territorial jurisdiction shall be the Deputy Commissioner concerned. They may also extend upto one year the period of probation in respect of Assistants and Junior Assistants in case of failure to pass the prescribed tests.

The Governor's Household

Staff in the Office of the Comptroller, Governor's Household.	Comptroller, Governor's Household.

College of Indigenous Medicine.

Assistants/Junior Assistants/Accountant Steward, Assistant Steward, Typists, Store-keeper and Librarian.	Principal of the College.

Note: The holder of the post of Honorary Director of Indigenous Medicine shall, so long as the said post continues be the appointing authority.

Industries Department

Office of the Industries Commissioner and Director of Industries and Commerce.—

1.	All members of the Service in the scale of pay of Rs.705-20-745-25-845-35-1230 and above.	Industries Commissioner and Director of Industries and Commerce.
2.	Junior Assistants and Typist including Steno-typists in the scale of pay of Rs.610-20-730-25-955-30-1075 and below:	Personal Assistant to the Industries Commissioner and Director of Industries and Commerce.

Subordinate Offices.—

1.	All members of the service in the scale of pay of Rs.705-20-745-25-845-35-1230 and above:	Industries Commissioner and Director of Industries and Commerce.
2.	Junior Assistants, Typists including Steno-typists, Store-keeper in the scale of pay of Rs.610-20-730-25-955-30-1075 and below.	Gazetted Head of the Office or Institution concerned.

Office of the Director of Municipal Administration

All members of the Service	Director of Municipal Administration.

Jail Department (including Borstal School)

1.(a)	Superintendents, Office of the Inspector General of Prisons.	: Inspector General of Prisons.
(b)	Assistants, Junior Assistants and Typist including Steno-typists in the Office of the Inspector General of Prisons.	: Deputy Inspector General of Prisons.

Provided that the Inspector General of Prisons shall be the authority for the preparation of the list of approved candidates for appointed to the post of Assistant from the category of Junior Assistant and Typist including Steno-typist by promotion.

2. Office of the Chief Probation Superintendents.—

(a)	Office Manager, Grade I	: Inspector General of Prisons.
(b)	Assistants, Junior Assistants and Typists including Steno-typists.	: Chief Probation Superintendent.
(c)	Other members of the service.	: Superintendents of Jails or Borstal Schools, as the case may be.

3. Office of the Chief Probation Superintendent.—

(i)	Superintendent	: Chief Probation Superintendent in consultation with the Inspector General of Prisons.

(ii)	Assistants/Junior Assistants and Typists	: Chief Probation Superintendent.
4.	Other members of the service.	: Superintendents of Jails or Borstal Schools, as the case may be.

Labour Department

1. Office of the Commissioner of Labour, Madras.

(i)	Managers, Superintendents and Accountants:	: Commissioner of Labour.
(ii)	Junior Assistants, Typists and Steno-typists.	: Assistant Commissioner of Labour (Establishment and General).

2. Offices of the Deputy Commissioner of Labour and their Subordinate Offices.—

Junior Assistants Typists and Steno-typists.	: Deputy Commissioners of Labour concerned.

3. Offices of the Superintending Inspectors of Factories and their Subordinate Offices.—

Junior Assistants, Typists and Steno-typists.	: Superintending Inspectors of Factories concerned.

4. All Offices in the Department.—

Assistants	: Joint Commissioner of Labour.

Local Fund Audit Department

All members of the Service.	:	Deputy Examiner of Local Fund Accounts.

Provided that temporary appointments to the posts of Junior Assistants and Typists/ Steno-typists under General Rule 10(a) may be made by the Assistant Examiner of Local Fund Accounts concerned:

Provided further that.—

(1) The Deputy Examiner of Local Fund Accounts shall be the authority competent to make transfers from one jurisdiction of an Assistant Examiner of Local Fund Accounts to that of another and the Assistant Examiner of Local Fund Accounts concerned be the authority competent to make transfers within his jurisdiction and

(2) the authority competent to declare the completion of probation of a member of the service shall be the Assistant Examiner of Local Fund Accounts concerned in whose jurisdiction such member is working when he completes the period of probation.

Tamil Nadu Archives

Grade A Superintendents, Research Assistant Grade B - Superintendents, Assistants, Junior Assistants and Typists.	:	Director, Tamil Nadu Archives.

National Cadet Corps

1.	Superintendents, Assistant in the N.C.C. units and Superintendent, Assistant, Junior Assistant, Typist and Steno-typist in the Directorate of N.C.C.	:	Director, National Cadet Corps (Tamil Nadu and Pondicherry), Madras.
2.	Junior Assistants and Typists in the Units and the group Head quarters.	:	Officers Commanding Units or group Commanders, N.C.C. Head quarters, as the case may be concerned. Provided that the authority competent to transfer from the office under the control of one appointing authority to another shall be the Director, National Cadet Corps (Tamil Nadu and Pondicherry), Madras.

Panchayat Development Department

I. Office of the Director of Rural Development including the Office of Tamil Nadu Local Administration Radio and Television Maintenance Organisation in Madras.

1.	Assistants	:	Director of Rural Development.
2.	Junior Assistants, Typists, Steno-typists and Telephone Operators	:	Personal Assistant to the Director of Rural Development.

II. Panchayat Development branches in the Collectorate, Divisional Development Offices, Panchayat Union Offices, Rural Extension Training Centres and Tamil Nadu Local Administration Radio and Television Maintenance Organisation Offices in the District.

1.	Assistants, Accountants and Rural Welfare Officers, Grade I.	:	Collector
2.	Junior Assistants, Typists, Steno-typists, Cashiers and Rural Welfare Officers, Grade II.	:	Personal Assistant to the Collector (Panchayat Development).

Police Department

1. Office of the Director General of Police.—

1.	Private Secretary to Director General of Police and Superintendents.	:	Deputy Inspector General of Police (Administration)
2.	Assistants, Junior Assistants, Typists and Steno-typists.	:	Assistant Inspector General of Police.

2. Office of the Commissioner of Police including the Office of the Deputy Commissioner of Police, Traffic, Madras.

(a)	Superintendents (including Selection Grade and Superintendents (Cash))	: Commissioner of Police.
(b)	Assistants, Junior Assistants, Typists and Steno-typists.	: Deputy Commissioner of Police, Headquarters.

3. All other Police Offices including Police Radio Office and Tamil Nadu Forensic Science and Chemical Laboratory, Madras.

Superintendents	: Deputy Inspector General of Police.
Assistants	: Head of the Office concerned..
Junior Assistants Junior Assistants-cum-typists, Typists and Steno-typists.	: Head of the Office concerned.

Provided that appointment as full member and transfers from one office to another of all members of the service in the Police Department shall be made by the Director General of Police.

Port Department

All the Ministerial officers of the Port Department.	: State Port Officer

Public Health and Preventive Medicine Department

1.	Superintendents	An Officer nominated by the Director of Public Health and Preventive Medicine.
2.	Accountants	
3.	Assistants	
4.	Store-keepers in the grade of Assistant	
5.	Assistant attached to the Director of Public Health and Preventive Medicine for Steno-graphic work.	

(a) Directorate

1.	Junior Assistant	An Officer nominated by the Director of Public Health and Preventive Medicine.
2.	Typist	
3.	Steno-typist	

(b) Offices other than the Directorate

1.	Junior Assistant	Head of Offices.
2.	Typist	
3.	Steno-typist	Provided that the authority competent to make transfer within the region shall be the Regional Assistant Director and from one Region to another and the Directorate, and vice-versa, shall be an officer nominated by the Director of Public Health and Preventive Medicine.
4.	Store-keepers in the grade of Junior Assistants.	

Public Health Engineering and Municipal Works Department

1. Office of the Chief Engineer, Public Health Engineering and Municipal Works.

(a)	Superintendents	:	Chief Engineer Public Health Engineering and Municipal Works.
(b)	Assistants, Junior Assistants and Typists	:	Deputy Chief Engineer, Public Health Engineering and Municipal Works.

Provided that transfers of full members from the Chief Engineers Office to a circle and vice versa may be made by the Chief Engineer.

2. Public Health Engineering Circle Offices.—

Managers, Superintendents, Office Assistants, Assistants, Junior Assistants and Typists.	:	Superintending Engineers concerned.

Provided that transfers of full members from one circle to another or from a circle to the Chief Engineer's Office and vice versa may be made by the Chief Engineer.

3. Division and Sub-Division Offices.—

Junior Assistants	:	First appointment and transfer within the division - Executive Engineer concerned. Appointment of full members promotion and transfer from one division to another - Superintending Engineer concerned.

Typists	First appointment - Executive Engineer concerned - Appointment of full members, promotion and transfer - Superintending Engineer concerned.

Public Works Department

1. Offices of the Chief Engineers in all branches.—

(a)	Managers and Superintendents	: Senior Deputy Chief Engineers concerned.
(b)	Assistants, Junior Assistants, Typists and Steno-typists.	: Senior Deputy Chief Engineer or Deputy Chief Engineer concerned.

2. Offices of the Superintending Engineers in all branches.—

Superintendents, Assistants, Junior Assistants, Typists and Steno-typists.	: Superintending Engineers concerned.

3. Offices of the Executive Engineers, Electrical Engineers, Assistant Executive Engineers and Assistant Engineers in all branches.—

(a)	Superintendents and Assistants.	: Superintending Engineer concerned.
(b)	Junior Assistants, Typists and Steno-typists.	: Executive Engineer concerned.

4. Offices in the Chief Inspector of Boilers and Inspector of Boilers in the Boiler Branch.—

All members of service	: Chief Inspector of Steam Boilers.

Provided that the Superintending Engineer concerned shall be the competent authority for transfers and postings of Assistants, Junior Assistants, Typists and Steno-typists between Divisional Officers within the Departmental Circle:

Provided further that the Executive Engineer concerned shall be the competent authority for transfers and postings of Assistants, Junior Assistants, Typists and Steno-typists between Offices within the Departmental Division:-

Provided also that the Chief Engineer, Public Works Department (General) shall be the appellate authority for disposing of appeals on matters of transfers and seniority.

Public (Information and Public Relations) Department

Assistants, Junior Assistants and Typist in the Institute of Film Technology.	:	Director of Information and Public Relations.
Junior Assistant in in the Tamil Arasu Office.	:	Director of Information and Public Relations.

Public Libraries Department

All members of the service.	:	Director of Public Libraries.

Registration Department

1.	Assistants, Junior Assistants, Typists and Steno-typists in the office of the Inspector-General of Registration, Registrar-General of Births, Deaths and Marriages and the Registrar of Firms.	Personal Assistant to the Inspector-General of Registration: Provided that the authority competent to make transfers from the office of the Inspector-General of Registration, Registrar-General of Births, Deaths and Marriages and the Registrar of Firms to any other office in the department and vice-versa shall be the Inspector-General of Registration;
2.	Assistants, Junior Assistants, Typists and Steno-typists in the office of the Deputy Inspector-General of Registration and other offices in his jurisdiction.	Deputy Inspector-General of Registration: Provided that the authority competent to make transfer from one office of the Deputy Inspector-General of Registration to another shall be Inspector-General of Registration.
3.	Assistants, Junior Assistants and Typists in the Registrar's Offices and Sub-Registry Offices.	District Registrar: Provided that the authority competent to make transfers from one district to another shall be the Inspector-General of Registration.

Rehabilitation Department

1.	Superintendents	:	Director of Rehabilitation.
2.	Assistants	:	Deputy Director of Rehabilitation.
3.	Junior Assistants Typists and Steno-typists.	:	Assistant Director of Rehabilitation.

Revenue Department

1. (a) Office of the Commissioner of Revenue Administration (Excluding the Settlement of Estate Branch):

All members of the service.	:	Joint Commissioner-I (Revenue Administration.) Provided that transfer of members of the service from the office of the Commissioner of Revenue Administration to a district and vice-versa or from the one District to another shall be made by the Commissioner of Revenue Administration.

(b) Office of the Commissioner of Revenue Administration (Settlement of Estate Branch):

All members of the service.	:	Joint Commissioner-II (Revenue Administration)

2. Collectorates and Subordinate Offices.—

(a)	Posts above the grade of Assistants.	:	Collectors concerned.
(b)	Assistant	:	District Revenue Officers concerned:

		Provided that the authority competent to make appointment of Assistants in Madras and Nilgiris Districts shall be the District Collectors concerned.
(c) Junior Assistant, Typist, Steno-typist Telephone Operator.	:	Personal Assistant (General) to the Collector concerned. Provided that temporary appointment under General Rule 10 may be made by the Tahsildar or Revenue Divisional Officer concerned: Provided further that transfer of members of the service from one district to another district or from a district to the Office of the Commissioner of Revenue Administration and vice-versa shall be made by the Commissioner of Revenue Administration.

Explanation:- The Madras Collectorate includes, besides the Madras, Taluk Office, the office of the Pay Master, Carnatic Stipend:

Land Administration Department

1. Office of the Commissioner of Land Administration.—

All members of the service.	:	Joint Commissioner of Land Administration.

2. Office of the Director of Survey and Settlement,Madras.—

Junior Assistants Typists and Steno-typists.	:	Personal Assistant to the Director of Survey and Settlement.

Assistants and Superintendents.	:	Director of Survey and Settlement.

Land Reforms Department

1. Office of the Director Land Reforms.—

All members of the service.	:	Director of Land Reforms.

2. Office of the Director of Urban Land Ceiling and Urban Land Tax and the offices of the Assistant Commissioners of Urban Land Tax.—

All members of the Service.	:	Director of Urban Land Ceiling and Urban Land Tax.

Revenue Settlement Parties

Head Clerks, Head Accountants, Accountants, Assistants/Junior Assistants and Typists.	:	Special Settlement Officer concerned or Special Assistant Settlement Officer, as the case may be, who is in charge of the party or Additional Special Settlement Officer or Additional Special Assistant Settlement Officer, as the case may be.

Social Welfare Department

Superintendent Senior Accountant and Assistant.	:	Director of Social Welfare. Joint Director of Social Welfare.
Junior Assistant Typist and Steno-typist	:	Administrative Personal Assistant to the Director of Social Welfare.

School Education Department

1.	Superintendents, Head Clerks and Assistants in the School Education Department and Junior Assistants, Typists Steno-typists and Telephone Operators in the Office of the Director of School Education, Madras.	:	Joint Director of School Education or Deputy Director of School Education, as the case may be, who deals with the personnel matter.
2.	Junior Assistants, Typists and Steno-typists in the School Education Department except in the Office of the Director of School Education, Madras.	:	Chief Educational Officers, Inspectress of Girls' Schools, District Educational Officers, Inspectress of Anglo-Indian Schools, Chief Inspector of Physical Education, Women Specialist in Physical Education. Principal, Dr.Navalar V.R. Nedunchezhian Model School for Girls, Triplicane, Madras, as the case may be. Provided that the authority competent to transfer, from the offices under the control of one appointing authority to those under the control of another, the Junior Assistants, Typists and Steno-typists who are full members of the service, shall be Joint Director of School Education or Deputy Director of School Education, as the case may be, who deals with the personnel matters.

3. Junior Assistants, Typists and Steno-typists in the Office of the SCERT.	:	Joint Director (SCERT and Elementary Education).

Department of Ex-Servicemen's Welfare

Superintendents, Assistants, Accountants, Junior Assistants, Welfare Workers, Typists and Steno-typists.	:	Joint Director of Ex-Servicemen's Welfare.

Stationery and Printing Department

All members of the service.	:	Controller of Stationery and Printing.
Shroffs in Government Press.	:	Deputy Director of Printing.

State Trading Schemes Department

All members of the service.	:	Chief Auditor, State Trading Schemes.

Provided that the authority competent to declare probation in respect of Audit Assistants, Junior Assistants and Typists in the State Trading Schemes Department shall be the Assistant Chief Auditor, State Trading Schemes. He may also extend upto one year the period of their probation in case they have failed to pass the prescribed tests within the prescribed period of probation.

Survey and Land Records Department

1. Superintendents	:	Joint Director of Survey and Land Records.

2. Assistants	:	Joint Director of Survey and Land Records in the case of Assistants in the Joint Director's Office, Deputy Director of Survey and Land Records in the case of Assistants in the Central Survey Office, the Regional Deputy Directors of Survey and Land Records in the case of Assistants in the Regional Offices and the Assistant Director of Survey and Land Records concerned/in the case of Assistants in the District Survey Unit Office including any special office opened for specific purposes and functioning under the Assistant Director of Survey and Land Records.
3. Junior Assistants and Typists.	:	Joint Director of Survey and Land Records in the case of Junior Assistants and Typists in the Joint Director's Office, Deputy Director of Survey and Land Records in the case of Junior Assistants and Typists in the Central Survey Office, the Regional Deputy Directors of Survey and Land

3. Junior Assistants and Typists—*cont.*	:	Records in the case of Junior Assistants and Typists in the Regional Offices and the Assistant Directors of Survey and Land Records concerned in the case of Junior Assistants and Typists in the District Unit Office including any Special Office opened for specific purposes and functioning under the Assistant Director of Survey and Land Records: Provided that the authority competent to make transfers from one unit office to another unit office within the Region shall be Regional Deputy Directors of Survey and Land Records; from one Region to another Region shall be the Joint Director of Survey and Land Records and from the Survey and Land Records Department to any other Department shall be the Director of Survey and Settlement.

Transport Department

1. Office of the Transport Commissioner, Madras.

Superintendents, Assistants, Assistant Grade Steno-typists.	:	Joint Transport Commissioner.
Junior Assistant, Steno-typist, Typist, Shroffs.	:	Assistant Secretary dealing with Establishment matters.

2. Office of the Deputy Transport Commissioners (Zonal)—

Superintendents, Accountants, Assistants.	:	Joint Transport Commissioner.
Junior Assistants, Steno-typists, Typist	:	Deputy Transport Commissioner.

3. Regional Transport Offices in the Moffussil including Madras City.—

Superintendents, Head Clerk, Accountant, Assistants.	:	Joint Transport Commissioner.
Junior Assistants, Typists.	:	Regional Transport Officer.
		Provided that the authority competent to make transfers from one office to another within the Zone shall be the Deputy Transport Commissioner (Zone) concerned and from one office to another outside the zone shall be the Joint Transport Commissioner.

Treasury and Accounts Department

1. All the Unit Offices in the Treasuries and Accounts including Pay and Accounts Offices in Madras District:-

Typist, Steno-typist, Junior Assistant and Accountant	:	Personal Assistant (Administration) to the Director of Treasuries and Accounts.

2. Treasury including Sub-Treasury in each district:-

All members of the service.	: Treasury Officer concerned. : Provided that transfers within the districts shall be made by Treasury Officer concerned, transfers outside the district and transfers from mufassil to the City of Madras offices and vice-versa shall be made by the Director of Treasuries and Accounts.

Technical Education Department

Superintendents, Assistants, Junior Assistants, Typists and Steno-typists in the Office of the Director of Technical Education.	: Additional Director of Technical Education.
Bursars, Superintendents/Managers/ Assistants/Typists and Steno-typists and all other non-gazetted staff in the Subordinate Institutions.	: Additional Director of Technical Education.

Town and Country Planning Department

Superintendent	: Director of Town and Country Planning.
Assistants, Junior Assistants, Typists and Steno-typists.	: Joint Director of Town and Country Planning.

Town Panchayat Department

1. Office of the Director of Town Panchayats.

All members of the service.	:	Director of Town Panchayats.

2. All Offices in the District.

All members of the service.	:	District Collectors concerned.

Provided that the authority competent to make transfers from one office to another within the Revenue district as an Unit shall be the District Collector concerned and from one district to another district shall be the Director of Town Panchayats.

Tamizhagam Guest House, Udhagamandalam

Accountant	:	Additional Secretary to Government, Public Department.
Junior Assistant and Typist.	:	Deputy Secretary to Government, Public Department.

Tamil Nadu House, New Delhi

Accountant	:	Resident Commissioner, Tamil Nadu House, New Delhi.
Junior Assistant Store-keeper and Telephone Operator	:	Resident Commissioner, Tamil Nadu House, New Delhi.

Tribunal/Commissioner for Disciplinary Proceedings.

1. Superintendent	:	Tribunal/Commissioner for
2. Assistants	:	Disciplinary Proceedings.
3. Steno-typists.		

Veterinary Education and Research Department

1. Office of the Director of Veterinary Education and Research and Dean, Madras Veterinary College, Madras:

(i)	All members of the service.	Director of Veterinary Education and Research and Dean, Madras Veterinary College, Madras.

2. Poultry Research Station, Teynampet:

(i)	All members of the service other than Junior Assistants, Cashier, Typists, Steno-typists and Store-keepers.	Director of Veterinary Education and Research and Dean, Madras Veterinary College, Madras.
(ii)	Junior Assistants, Cashier, Typists, Steno-typists and Store-keepers.	Assistant Research Officer, Poultry Research Station, Teynampet, Madras.

3. Sheep Farm, Kattupakkam:

(i)	All members of the service other than Junior Assistants, Cashier, Typists, Steno-typists and Store-keepers.	Director of Veterinary Education and Research and Dean, Madras Veterinary College, Madras.
(ii)	Junior Assistants, Cashiers, Typists, Steno-typists and Store-keepers.	Assistant Research Officer, Sheep Farm, Kattupakkam.

4. Sheep Breeding Research Station, Ootacamund:

(i)	All members of the service other than Junior Assistants, Cashier, Typists, Steno-typists and Store-keepers.	: Director of Veterinary Education and Research and Dean, Madras Veterinary College, Madras.
(ii)	Junior Assistants, Cashier, Typists, Steno-typists and Store-keepers.	: Assistant Research Officer, Sheep Breeding Research Station, Ootacamund.

ANNEXURE-III

Referred to in Rule 30(a)

SPECIAL QUALIFICATIONS

Categories and Posts (1)	*Method of Recruitment* (2)	*Qualifications* (3)
1. Superint-endents in the Office of the Commissioner of Revenue Administr-ation other than those in the Commercial Taxes and Excise Branches.	Recruitment by transfer	1. Revenue Test, Parts I, II and III. 2. Revenue Survey Training for a period of not less than four weeks. 3. Service as Revenue Inspector incharge of a Firka for a period of not less than one year.
1. Superint-endents in the Office of Commi-sioner of Land Admini-stration.	Recruitment by transfer	1. Revenue Test Parts I, II and III. 2. Revenue Survey Training for a period of not less than four weeks. 3. Service as Revenue Inspector incharge of a Firka for a period of not less than one year.

(1)	(2)	(3)
2. Private Secretary to the Commissioner of Land Administration.	By promotion from the post of Personal Assistant in the Office of the Commissioner of Land Administration.	1. Must have passed the Government Technical Examination in Typewriting and Shorthand in English and Tamil both by the Higher Grade.
		2. Must have passed the Revenue Tests Part I, II and III.
		3. Must have rendered not less than ten years of total service as Steno-typist and Personal Assistant.
1. Superintendents in the Office of the Director of Land Reforms.	Recruitment by transfer.	1. Revenue Test Parts I, II and III.
		2. Revenue Survey Training for a period of not less than four weeks.
		3. Service as Revenue Inspector incharge of a Firka for a period of not less than one year.

(1)	(2)	(3)
1. Superintendents in the Office of the Commissioner of Civil Supplies and Consumer Protection inclusive of Subordinate Offices under its control.	Recruitment by transfer.	Must have passed the Account Test for Subordinate Officers Part I, and Special Test on District Office Manual.
1. Superintendents in the Office of the Commissioner of Agricultural Income Tax.	Recruitment by transfer or promotion from among the holders of the posts of Assistants in the Office of the Commissioner of Agricultural Income Tax.	1. Revenue Test Parts I, II and III. 2. Revenue Survey Training for a period of not less than four weeks. 3. Service as Revenue Inspector incharge of a Firka for a period of not less than one year.

(1)	(2)	(3)
1. Superintendents in the Office of the State Port Officer, Madras and other Port Offices at Out ports.	Recruitment by transfer.	Must have served as Port Conservators or as Assistants in the Office of the State Port Officer, Madras, for a period of not less than three years, without port experience as Port Conservator or as Head Clerks (Port Conservators) for a period of not less than two years.
1. Superintendents in the Office of the Director of Handlooms.	Recruitment by transfer or by promotion.	Must have passed the Account Test for Subordinate Officers, Part-I.
1. Superintendent in the Tamil Nadu Forensic Science Laboratory.	Recruitment by transfer or by promotion.	1. Account Test for Subordinate Officers, Part-I; 2. Special Test on District Office Manual; 3. Service as Assistant including Assistant-cum-Cashier for a period of not less than two years.

(1)	(2)	(3)
1. Store Superintendent of the Agriculture Department.	Recruitment by transfer or by promotion.	Must have three years experience in Engineering Stores their maintenance and Accounts, and 2. Must have passed the Account Test for Subordinate Officers, Part I, Agricultural Departmental Test and the District Office Manual Test.
1. Superintendent (Translation) in the Directorate of Tamil Development.	By transfer from the post of Translation Assistants in the Translation Department and from among the Assistants in the Directorate of Tamil Development.	Must have passed the translation test conducted by the Tamil Nadu Public Service Commission.
1. Superintendent in the Directorate of Tamil Development.	By promotion from the post of Assistant in the Directorate of Tamil Development.	Must have passed the Account Test for Subordinate Officers, Part I.

(1)	(2)	(3)
1. Superintendents in the Office of the Director of Urban Land Ceiling and Urban Land Tax and Office of the Assistant Commissioners of Urban Land Tax.	By promotion or by transfer or by recruitment by transfer.	1. Revenue Tests, Part-I, II and III. 2. Survey Training for a period of not less than four weeks. 3. Service as Revenue Inspector in charge of a firka for a period of not less than one year.
1. Superintendent in the Public Libraries Department.	By promotion or by transfer or by recruitment by transfer.	Must have passed the Account Test for Subordinate Officers, Part I, and Special Test on District Office Manual.
1. Superintendent in the Social Welfare Department.	By promotion or by recruitment by transfer.	Must have passed the District Office Manual Test and Account Test for Subordinate Officers Parts I.

(1)	(2)	(3)
1. Superintendents in the Tamil Nadu Hindu Religious and Charitable Endowments Department.	By promotion or by recruitment by transfer from Executive Officers Grade I in the Tamil Nadu Hindu Religious and Charitable Endowments Subordinate Service.	Must have passed District Office Manual Test, Account Test for Subordinate Officers Part I and Hindu Religious and Charitable Endowments (Administration) Department Test.
1. Superintendent in the Office of the District Adi-Dravidar Welfare Officers.	By recruitment by transfer or by promotion.	Must have passed the Account Test for Subordinate Officers Parts I.
1. Manager, Amrit Nagar Colony, Tuberculosis Sanatorium, Tambaram.	Direct recruitment or recruitment by transfer.	1. Must not have completed or will not complete the age of 30 years on the 1st day of July of the year in in which the selection for appointment is made;

(1)	(2)	(3)
		2. Must hold the degree of B.A. or B.Sc., or B.Com., of any University recognised by the University Grants Commission for the purposes of its grant and must possess practical experience in Accounts and Administration for a period of not less than 5 years and 3. Must have passed the Account Test for Executive Officers.
	Promotion	Must have put in satisfactory service of not less than 10 years in the categories of Assistant and Superintendents; and Must have gained practical experience in Hospital administration and work in Government Hospital or Sanatorium of the State.
1. Manager, Department of Legal Studies.	Promotion	1. Must have passed the Account Test for Subordinate Officers, Part-I. 2. Must have put in Satisfactory service of not less than 3 years in the category of Head Clerk or 5 years experience as Assistant in the Department of Legal Studies.

(1)	(2)	(3)
1. Office Assistants in the office of the Director of Adi Dravidar and Tribal Welfare.	By transfer	Must have passed the Account Test for Subordinate Officers, Part-I.
6. Senior Steward in the Agri-culture Department.	Promotion	(i) Must have passed the Government Technical Examination in Accountancy by the Higher Grade;
		(ii) Must have rendered not less than five years service as Assistant in the Agricultural Department; and
		(iii) Must have passed both the Agriculture Departmental Test and Account Test for Subordinate Officers, Part I.
	Direct recruitment or recruit-ment by transfer.	Must have passed the Government Technical Examination in Accountancy by the Higher Grade.

(1)	(2)	(3)
7. Inspectors in the Tamil Nadu Hindu Religious and Charitable Endowments Department.	By promotion or by recruitment by transfer from Executive Officers Grade II in the Tamil Nadu Hindu Religious and Charitable Endowments Subordinate Service.	Must have passed District Office Manual Test, Account Test for Subordinate Officers Part I and Hindu Religious and Charitable Endowments (Administration) Department Test.
7. Head Clerk Department of Legal Studies.	By transfer from the category of Assistant or by promotion from the category of Junior Assistant in the Department of Legal Studies.	Must have passed the Account Test for Subordinate Officers Part I.
8. Accountant, Department of Legal Studies.	By promotion from category 14 or by transfer from any post in Category 12.	Must have passed the Account Test for Subordinate Officers, Part-I.

(1)	(2)	(3)
8. Commercial Accountant. Institute of Veterinary Preventive Medicine. Ranipet.	Recruitment by transfer	(1) Must have passed - (a) The Government Technical Examination in Accountancy by the Higher Grade or B.Com.degree. (b) the Account Test for Subordinate Officers - Part I. (c) the Departmental Test in the Manual of the Animal Husbandry Department. (2) Must possess in the opinion of the appointing authority satisfactory experience in the maintenance of Commercial Accounts.
8. Commercial Accountant, Office of the Industrial Engineering Workshop, Madras.	Recruitment by transfer, or by promotion.	(1) Must have passed the Government Technical Examination in Accountancy by the Higher Grade; (2) Must have passed the Account Test for Subordinate Officers Part I, and (3) Must have passed Agricultural Departmental Test.

(1)	(2)	(3)
8. Commercial Accountant in the Medical Education Department.	Transfer or recruitment by transfer	(1) Must have passed the Government Technical Examination in Accountancy by the Higher Grade;
		(2) Must have passed the Account Test for Subordinate Officers, Part-I;
		Provided that those appointed by recruitment by transfer shall possess in addition experience in the maintenance of Commercial Accounts for a period of not less than one year.
	Direct recruitment	(1) Must have passed the Government Technical Examination in Accountancy by the Higher Grade;
		(2) Must possess experience in the maintenance of Commercial Accounts for a period of not less than one year.
8. Accounts Assistants in the Industries Department.	Direct recruitment or recruitment by transfer.	1. Must have passed the Intermediate Examination of the Institute of Costs and Works Accountants of India, Calcutta or of the Cost and Works Accountants Institute, London, and

(1)	(2)	(3)
		2. Must possess practical experience in cost or financial accounting for a period of not less than two years in an Industrial concern recognised by the Director of Industries and Commerce or in a State owned undertaking.
		3. In the case of direct recruitment one must not have completed or should not complete the age of 35 years on the first day of July of the year in which the selection for appointment is made.
	By promotion	Must have put in a service of not less than six years as Commercial Accountant or Auditor or Superintendent in the Industries Department. Provided that appointment to the post of Accounts Assistant shall be made by promotion from among the holders of the posts of Commercial Accountants/Auditors and Superintendent in the ratio of 1:6.

(1)	(2)	(3)
8. Commercial Accountant Grade-I in all offices in the Dairy Development Department.	Direct recruitment	1. Must hold a Degree of B.Com. and 2. Experience in the maintenance of Commercial accounts in a private concern or in a public undertaking or in the Government commercial departments for a period of not less than three years.
	By promotion	1) Must have passed - (a) Government Technical Examination in Accountancy by higher grade. (b) The Account Test for Subordinate Officers Part-I and 2) Must possess experience in the maintenance of Commercial Accounts for a period of not less than two years.
	By Transfer	Must have passed— (1) Government Technical Examination in Accountancy by Higher Grade and (2) Must possess experience in Accounts work for a period of not less than two years.

(1)	(2)	(3)
8. Commercial Accountant Grade-II	Direct recruitment	Must hold a degree of B.Com.
	By promotion or transfer.	(i) Must have passed the Government Technical Examination in Accountancy by the Higher Grade.
		(ii) The Account Test for Subordinate Officers Part-I.
8. Accountant in the Fisheries Department.	By promotion	(1) Must have passed the Government Technical Examination in Accountancy by Higher Grade; or must hold the B.Com degree and
		(2) Must have put in five years of service as Assistant.
	By direct recruitment or by transfer.	(1) Must hold the B.Com., degree in First Class or B.Com.(Hons.) and
		(2) Must hold practical experience in the audit of the accounts of educational or other institutions for a period of not less than two years.

Explanation:- "Superintendents holding the B.Sc. degree or having passed in Accountancy by the Higher Grade shall be given preference in the matter of appointment to the post of Accountant"

(1)	(2)	(3)
8. Accountant in Tamizhagam Guest House. Udhaga-mandalam.	By promotion from among the holders of the posts of Assistants in the Directorate of Information and Public Relations Department; or	(i) Must have passed the Account Test for Subordinate Officers, Parts I and II; (ii) Must have passed the District Office Manual Test; and (iii) Must have had experience in the maintenance of Accounts for a period of not less than two years.
	By transfer from among the Accountants in other Departments in the Tamil Nadu Ministerial Service carrying the same scale of pay as that of Accountant in Tamizhagam Guest House, Udhagamandalam.	
	By recruitment by transfer from among the Assistants in the Tamil Nadu Secretariat Service.	

(1)	(2)	(3)
8. Accountant in the Tamil Nadu House, New Delhi.	By recruitment by transfer from among the Assistant Section Officers in the Tamil Nadu Secretariat Service; or	Account Test for Subordinate Officers Parts I and II.
	By transfer from among the Accountants in other Departments in the Tamil Nadu Ministerial Service.	
1. Audit Assistants, Local Fund Audit Department.	Direct recruitment or recruit-ment by transfer.	Must hold the degree of B.A. or B.Sc. of any University recognised by the University Grants Commission for the purpose of its grant.
	Promotion	Need not possess the above qualification if the candidate is, in the opinion of the Examiner of Local Fund Accounts otherwise suitable for promotion.
10. Audit Assistants, State Trading Schemes Department.	Direct recruitment or recruit-ment by transfer.	Must hold the degree of B.A., B.Sc., B.Com. or B.Com.(Hons.) of any University recognised by the University Grants Commission.

(1)	(2)	(3)
	Promotion	Need not possess the above qualification if the candidate is in the opinion of the Chief Auditor, State Trading Schemes otherwise suitable for promotion.
11. Librarian and Assistant Librarian Oriental Manuscripts Library.	Direct recruitment or recruitment by transfer.	Must not have completed or will not complete the age of 30 years on the 1st day of July of the year in which the selection is made: Must hold the degree of M.A. or B.A.(Hons) of any University recognised by the University Grants Commission for the purpose of its grants either in Sanskrit or in Tamil provided that if the Librarian holds the degree in Sanskrit, the Assistant Librarian should hold the degree in Tamil and *vice versa*.
11. Librarian (Upgraded scale), Department of Legal Studies.	By direct recruitment or by promotion from the category of Assistant.	(1) Must possess a degree in Arts or Science. (2) Must possess a degree or Diploma in Library Science.

(1)	(2)	(3)
	Librarian in the Department of Legal Studies or by transfer from any other category in the service or for special reasons, by recruitment by transfer from any other service.	(3) Must have the experience for a period of not less than one year in the management of a College Library.

Provided that this qualification need not be insisted in the case of promotion of Assistant Librarian who have served in that capacity for not less than 10 years and who have passed Diploma or Certificate Examination in Library Science.

Provided further that the practical experience mentioned above is not necessary with effect from 24th May 1966.

12. Assistant in the Archaeoloy Department.	By promotion or by recruitment by transfer.	Must have passed the District Office Manual Test and Account Test for Subordinate Officers Part-I.
12. Assistants, Office of Commissioner of Revenue Administration.	Direct recruitment.	Must hold the degree of B.A., B.Sc., or B.Com.

(1)	(2)	(3)
12. Assistants, Office of the Commissioner of Land Administration.	Direct recruitment.	Must hold the degree of B.A., B.Sc., or B.Com.
12. Assistants Office of the Commissioner of Commercial Taxes.	Direct recruitment.	Must hold the degree of B.A., B.Sc., or B.Com.
12. Assistants in the Office of the Commissioner of Civil Supplies and Consumer Protection inclusive of Subordinate Officers under its control.	Direct recruitment.	Must hold a degree of B.A., B.Sc., or B.Com.
	Recruitment by transfer.	Must have passed the Account Test for Subordinate Officers Part I and Special Test on District Office Manual.
12. Assistants in the Office of the Commissioner of	Recruitment by transfer or promotion from among the holders of the posts	Revenue Tests Parts I, II and III.

(1)	(2)	(3)
Agri-cultural Income Tax.	of Junior Assistants or Typists including Steno-typists in the Office of the Commissioner of Agriculture Income Tax.	
12. Assistant employed as Personal Clerk, Office of the Director of Agri-culture.	By transfer or by promotion.	(1) Must have passed the Government Technical Examinations in Type-writing and Shorthand.— (i) in Tamil and English by the Higher Grade; or (ii) in Tamil by the Higher Grade and in English by the Lower Grade; or (iii) in English by the Higher grade and in Tamil by the Lower Grade: Provided that candidates with the qualifications referred to in item (ii) above, shall be appointed only if candidates with the qualifications referred to in item (i) above, are not available:

(1)	(2)	(3)
		Provided further that candidates with the qualifications referred to in item (iii) above, shall be appointed only if candidate with the qualifications referred to items (i) and (ii) above are not available.
		(2) Must have passed the Account Test for Subordinate Officers, Part-I;
		(3) Must have passed the Agricultural Department - Test, for the members of the Tamil Nadu Ministerial Service in the Agriculture Department; and
		(4) Must have passed the District Office Manual Test;
12. Assistants, Office of the Director of Land Reforms.	By transfer or by promotion.	Must have passed the Revenue Test, Parts I, II and III.

(1)	(2)	(3)
12. Assistants in the Office of the Director of Urban Land Ceiling and Urban Land Tax and Offices of the Assistant Commissioner of Urban Land Tax.	By promotion or by transfer.	Must have passed the Revenue Test Parts I, II and III.
12. Assistants in the Collegiate Education Department.	By promotion or by recruitment by transfer.	Must have passed the District Office Manual Test.
12. Assistants employed as Camp Clerks of the Commis-sioner in the Office of the Commis-sioner of Revenue Administr-ation or as Personal Clerk to the Commis-sioner,	Recruitment by transfer	(1) Must have passed the Revenue Test Parts I to III. (2) Must possess the Technical Qualification in Shorthand and Type-writing prescribed for a Steno-typist.

(1)		(2)	(3)
	Office of the Commissioner of Revenue Administration.		
12.	Assistants employed as Camp Clerks of the Commissioner of Land Reforms or Personal Clerk to the Commissioner of Land Reforms Department.	By recruitment by transfer.	(1) Must have passed the Revenue Test Parts I, II and III. (2) Must possess the Technical Qualification in Shorthand and Type-writing prescribed for a Steno-typist.
12.A.	Personal Assistants in the Office of the Commissioner of Land Administration.	By promotion from the post of Steno-typist.	(1) Must have passed the Government Technical Examination in Type-writing and Shorthand in English and Tamil both by the Higher Grade. (2) Must have passed the Revenue Test Parts I, II and III. (3) Must have rendered not less than 5 years of service as Steno-typist.

(1)	(2)	(3)

Provided that the Steno-typists before appointment as personal Assistant/Assistant should exercise option regarding the post in which he desires to continue (i.e.) (Personal Assistant or Assistant) and his option shall be final.

Provided further that a Steno-typist after appointment as Personal Assistant/Private Secretary based on the option exercised shall not be eligible for consideration for appointment as Assistant/Superintendent.

Provided also that a Steno-typist after appointment as Assistant/ Superintendent based on the option exercised shall not be eligible for consideration for appointment as Personal Assistant/Private Secretary.

12. Assistants employed as Camp Clerks of the Commissioner in the Office of the Commissioner of Commercial Taxes or as Personal Clerk to the Commissioner, Office of the Commissioner of Commercial Taxes.	By recruitment by transfer.	(1) Must have passed the Revenue Test Parts I, II and III. (2) Must possess the Technical Qualification in Shorthand and Typewriting prescribed for a Steno-typist.

(1)	(2)	(3)
12. Assistants Electrical Engineer's Division.	Recruitment by transfer. Officers,	Must have passed the Account Test for Subordinate Part-I.
12. Assistants employed as Camp Clerk of the Director of Fisheries.	By transfer	(1) Must have passed the Account Test for Subordinate Officers Part-I. (2) Must have passed the Fisheries Departmental Test 1 and (3) Must possess the Technical qualification in Shorthand and Type-writing prescribed for a Steno-typist.
12. Assistant employed as Personal Clerk to the Director of Hand-looms.	By transfer or by promotion.	(1) Must have passed the Account Test for Subordinate Officers Part-I. (2) Must possess the Technical qualification in Shorthand and Type-writing prescribed for a Steno-typist.
12. Assistants in the Tamil Nadu Hindu Religious	By promotion or by recruit-ment by transfer from Executive	Must have passed District Office Manual Test, Account Test for Subordinate Officers Part I and Hindu Religious and Charitable Endowments

(1)	(2)	(3)
and Charitable Endowments Department.	Officer Grade-III in the Tamil Nadu Hindu Religious and Charitable Endowments Subordinate Service.	(Administration) Department Test.
12. Assistant, Office of the Director of Adi Dravidar and Tribal Welfare.	By transfer	Must have passed the Account Test for Subordinate Officers Part-I.
12. Assistants, Office of the Director of Backward Classes.	By transfer	Must have passed the Account Test for the Subordinate Officers, Part I and District Office Manual Test.
12. Assistants, Treasuries and Accounts Department.	Direct recruitment	Must hold the degree of B.A., B.Sc., or B.Com. Preference shall be given to a person who holds a degree in Commerce.
	Recruitment by transfer	(1) Must have passed the Account Test for Subordinate Officers Parts I and II and

(1)	(2)	(3)
		(2) Must have passed the Test on District Office Manual.
12. Assistant including Assistant-*cum*-Cashier, Tamil Nadu Forensic Science Laboratory.	Recruitment by transfer or by promotion.	(1) Must have passed the Account Test for Subordinate Officers, Part-I. (2) Must have passed the Special Test on District Office Manual.
12. Assistant employed as Personal Clerk (Camp Clerk) to the Director of Treasuries and Accounts.	By transfer from Accountant in the Treasury and Accounts Department.	Must have passed the Government Technical Examinations in Shorthand and Typewriting by the Higher Grade (English): Provided that if no Accountant possessing the qualifications in Typewriting and Shorthand by the Higher Grade in English is available, a candidate possessing the qualifications in Typewriting and Shorthand by the Lower Grade in English may be appointed.
12. Assistant employed as Personal Clerk to to the Director of Municipal	By promotion from among the holders of the post of Steno-typist in the Office of the Director of Municipal Administration.	(1) Must have passed the Government Technical Examinations in Typewriting and Shorthand.— (i) by the Higher Grade in Tamil and English; or

(1)	(2)	(3)
Administ-ration.	Madras, or in any other departments or by recruitment by transfer from among the holders of the post of Steno-typist in any other service.	(ii) by the Higher Grade in Tamil and Lower Grade in English; or (iii) by the Higher Grade in English and Lower Grade in Tamil. (2) Must have passed the Account Test for Subordinate Officers, Part I and the District Office Manual Test.
12. Personal Clerk to the Examiner of Local Fund Accounts in the Cadre of Assistants.	By transfer	(1) Must have passed the Account Test for Subordinate Officers, Part-I and (2) Must have passed the Government Technical Examination in Short-hand and in Typewriting by the Higher Grade: Provided that if person possessing the above qualification is not available, a person who has passed the above examina-tions by lower grade may be appointed.

(1)	(2)	(3)
12. Assistant employed as Personal Clerk to the Director of Backward Classes.	By transfer	(1) Must have pass the Account Test for Subordinate Officers, Part-I and District Office Manual Test. (2) Must possess the technical qualifications in Short-hand and Typewriting prescribed for a Steno-Typist.
12. Assistants, Department of Legal Studies.	By promotion from the category of Junior Assistants in the Department of Legal Studies or transfer from any other categories in the service or by recruitment by transfer from any other service.	Must have passed the Account Test for Subordinate Officers Part-I.
12. Assistant employed as Camp Clerk/ Personal Clerk to the Director of Adi Dravidar and Tribal Welfare.	Recruitment by transfer or promotion.	(1) Must have passed the Account Test for Subordinate Officers Part-I, and (2) Must possess the Technical qualification in Shorthand and Type-writing prescribed for a Steno-typist.

(1)	(2)	(3)
12. Assistant, Department of Industries and Commerce.	Direct recruitment.	Must possess a degree of B.A., B.Sc., B.Com., B.A.,(Hons.), B.Com.(Hons.) M.A., M.Sc., or M.Com., of any University recognised by the University Grants Commission for the purpose of its grants; or Must have completed the training conducted by the Industries Department for a period of six months (3 months theoretical and 3 months practical).
12. Assistant employed as Personal Clerks to the Industries Commissioner and Director of Industries and Commerce and to the Additional Director of Industries and Commerce.	By transfer or by promotion	(1) Must have passed the Government Technical Examinations in Type-writing and Shorthand. (a) by the Higher Grade in Tamil and English: or (b) by the Higher Grade in Tamil and Lower Grade in English: or (c) by the Higher Grade in English and Lower Grade in Tamil: Provided that the candidates with the qualifications referred to in item (b) above shall be recruited only if

(1)	(2)	(3)
		candidates with the qualifications referred to in item (a) above are not available: Provided further that the candidates with the qualifications referred to in item (c) above shall be recruited only if candidates with the qualifications referred to in item (a) and (b) above are not available. (2) Must have passed Account Test for the Subordinate Officers Part I and (3) Must have passed the District Office Manual Test.
12. Assistant employed as Personal Clerk to the Director of Survey and Settle-ments.	Transfer from the category of Assistant in the Director of Survey and Settlements	(1) Must have passed the Revenue Tests, Parts I, II and III; (2) Must have passed:— (i) the Government Technical Examination in Tamil Typewriting and Shorthand by the Higher Grade; or (ii) the Government Technical Examination in English Typewriting by the Higher Grade and Shorthand by the Higher Grade or Intermediate Grade:

(1)	(2)	(3)
		Provided that if candidates with the qualifications referred to in item (2) above are not available, candidates who have passed the Government Technical Examinations by the Lower Grade may be appointed: Provided further that on and from the 1st April 1982 must have passed the Government Technical Examination— (i) in Tamil and English Typewriting and Shorthand both by the Higher Grade; or (ii) in Tamil Typewriting and Shorthand both by the Higher Grade and in English Typewriting and Shorthand both by the Lower Grade; or (iii) in English Typewriting and Shorthand both by the Higher Grade and in Tamil Typewriting and Shorthand both by the Lower Grade.

(1)	(2)	(3)
12. Assistant employed as Personal Clerk to the Registrar of Co-operative Societies.	By transfer or by promotion.	Must have passed the Government Technical Examinations in Shorthand and Typewriting prescribed for a Steno-typist.
12. Assistant employed as Tour Clerk to the Director of Health Services and Family Planning.	By promotion from among Junior Assistants and Steno-typists in the office of the Director of Health Services and Family Planning. (Medical Wing).	Must have passed the Departmental Test in the Madras Medical Code, the Account Test for Subordinate Officer Part I and the Government Technical Examinations in Shorthand and Typewriting prescribed for a Steno-typist.
12. Assistant employed as Personal Clerk/Camp Clerk to the Chief Conservator of Forests.	By transfer or by promotion.	(1) Must have passed the Account Test for Subordinate Officers, Part-I; (2) Must have passed the Departmental Test in Madras Forest Department Code; and

(1)	(2)	(3)
		(3) Must possess the Technical Qualifications in Short-hand and Typewriting by the Higher Grade.
12. Assistant Statistical Investi-gator in the Statistical Branches of the Animal Husbandry Department.	Direct recruitment or by recruitment by transfer.	(1) Must have passed the Government Technical Examination in Type-writing by the Higher Grade; and (2) Must possess sufficient experience in operating the calculating machine and computing work.
12. Assistants in the Public Libraries Department.	By promotion or by transfer or by recruitment by transfer.	Must have passed the Account Test for Subordinate Officers Part I and Special Test on District Office Manual.
12. Assistants in the Director-ate of Rural Develop-ment, Panchayat Union Offices, Panchayat Develop-ment Branches in the	By promotion	(1) Must have passed the Test for Officers of Panchayat Development Department and Panchayat Development Account Test; (2) Must have served as Rural Welfare Officer, Grade II and Junior Assistant including Cashier for a period of not less than one year each after satisfactory completion of Training prescribed;

(1)	(2)	(3)
Collectorates Divisional Development Offices Rural Extension Training Centre and Tamil Nadu Local Administr-ation Radio and Television Maintenance Organisation Accountants in the Panchayat Union Office and Rural Welfare Officers, Grade-I.		Provided that the above service qualification shall not be insisted for a period of five year from the date of publication of the amendments in the Gazette; Provided further that the qualification mentioned in item (2) above shall not be applicable in the case of Junior Assistants and Typists including Steno-typists in the Offices of the Director of Rural Development and Tamil Nadu Local Administration Radio and Television Maintenance Organisation in Madras.
12. Assistants in the Director-ate of Tamil Develop-ment.	(a) By promotion from the holders of the post of Junior Assistant, Steno-typist or Typist in in the	Must have passed the Account Test for Subordinate Officers Part I.

(1)	(2)	(3)
	Directorate of Tamil Development or from the holders of the post of Junior Assistant in any other Department.	
	(b) By transfer from any other Department.	
12. or 14. Assistant or Junior Assistant employed as Tour Clerk in the Office of the Chief Inspector of Factories.	Assistant - recruitment by transfer - Junior Assistant recruitment by transfer or direct recruitment.	Must have passed the Government Technical Examination in — (1) Shorthand by the Higher Grade; and (2) Typewriting by the Lower Grade at an examination held after the 1st January 1933.
12. Assistant employed as Personal Clerk to the Director of Social Welfare.	By transfer or by promotion	Must have passed — (1) The Government Technical Examination in Typewriting by Higher Grade (both English and Tamil);

(1)	(2)	(3)
		(2) the Government Technical Examination in Shorthand by Higher Grade (English) or Intermediate Grade (English) and (3) the Government Technical Examination in Shorthand by Lower Grade (Tamil). Preference shall be given to a person who have passed the Government Technical Examination in Shorthand by Higher Grade (Tamil).
12. Assistants and Accountants in the grade of Assistants in the Training Branch of the Employment and Training Department.	Recruitment by transfer.	Must have passed the Special Test on District Office Manual.
12. Assistants/ Accountant in the Social Welfare Department.	By promotion or by recruitment by transfer.	Must have passed the District Office Manual Test and Account Test for Subordinate Officers Part I.

(1)	(2)	(3)
12. A. Gujarathi knowing Assistants in the Commercial Taxes Department.	1. Direct recruitment. and	(1) Must hold the degree of B.A., B.Sc., or B.Com. (2) Must possess knowledge in Gujarathi Language equivalent to S.S.L.C. Standard.
	2. By promotion from Junior Assistants in Commercial Taxes Department.	(1) Must have passed the Language Test for the members of the Commercial Taxes Department in the Gujarathi language; (2) Must have passed the Departmental Test in Commercial Taxes Acts Parts I, II and III and Accountancy; and (3) Must have passed the District Office Manual Test.
	3. By promotion from Typists and Steno-typists in the Commercial Taxes Department.	(1) Must have passed the language test for the members of the Commercial Taxes Department in the Gujarathi language; (2) Must have passed the Departmental Test in Commercial Taxes Acts, Parts I, II and III and Accountancy. and

(1)	(2)	(3)
		(3) Must have passed the District Office Manual Test.
	4. By transfer from Assistants in the Commercial Taxes Department.	(1) Must have passed the language test for the members of the Commercial Taxes Department in the Gujarathi Language. (2) Must have passed the Departmental Test in Commercial Taxes Part III and Book-keeping.
12. Assistant employed as Steno-typist to the Commissioner for Milk Production and Dairy Development, Madras.	By transfer or by promotion.	Must have passed — (1) The Government Technical Examination in Typewriting by Higher Grade (English) and (2) The Government Technical Examination in Shorthand by Higher Grade (English). Provided that if no Assistant possessing the qualifications in Typewriting and Shorthand by Higher Grade in English is available, a candidate possessing qualifications in Typewriting and Short hand by Lower Grade, in English may be appointed.

(1)	(2)	(3)
12. District Inspectors of State aided concerns in the Department of Indust-ries and Commerce.	Direct recruitment or by transfer.	Must hold the B.Com. Degree of a University recognised by the University Grants Commission for the purpose of its grant.
	By promotion.	A pass in Account Test for Subordinate Officers Part I. Preference shall be given to candidates who have passed the Government Technical Examination in Accountancy by Lower Grade.
12 or 14 (Registration Department)—		
Assistant or Junior Assistant employed as Tour Clerk in the Office of the Inspector General of Registration.	Assistant - Recruitment by transfer. Junior Assistant - Recruitment by transfer or direct recruitment.	Must have passed by the Higher Grade the Government Technical Examinations in Shorthand and Typewriting.

(1)	(2)	(3)
12. Assistant employed as Personal Clerk to Director of Rehabilitation.	By transfer or by promotion	(i) Must have passed the Account Test for Subordinate Officers, Parts I and II. (ii) Must have passed the Special Test in District Office Manual: Provided that the Persons who have passed the Revenue Test Part-I, shall be exempted from passing the Special Test in District Office Manual; and (iii) Must have passed the Government Technical Examinations in Typewriting and Shorthand in English or Tamil by the Higher Grade: Provided that if candidates who have passed the Government Technical Examination in Typewriting and Shorthand in Tamil or Typewriting and Shorthand in English by Higher Grade are not available, those who have passed the Examinations by lower grade may also be appointed.

(1)	(2)	(3)
12. Assistant employed as Personal Clerk to the Director of Stationery and Printing.	By transfer from the category of Assistants in the Stationery and Printing Department or by promotion from the post of Steno-typist in the Stationery and Printing Department.	(1) Must have passed Stationery and Printing Department Test (i) Part A - Stationery Manual, Volumes I and II. (ii) Part B - Government Press Office Manual. (2) Must have passed the District Office Manual Test. (3) Must have passed the Account Test for Subordinate Officers, Part-I. (4) Must have passed the Government Technical Examinations in Typewriting and Shorthand. (i) by the Higher Grade in Tamil and English; or (ii) by the Higher Grade in Tamil and Lower Grade in English; or (iii) by the Higher Grade in English and Lower Grade in Tamil.

(1)	(2)	(3)
		Provided that a a candidate with the qualifications referred to in item (ii) above shall be appointed only if, candidates with the qualification referred to in item (1) above are not available. Provided further that a candidate with the qualifications referred to in item (iii) above shall be appointed only if candidates with the qualifications referred to in item (i) and (ii) above are not available.
12 or 14 Assistant or Junior Assistant employed as Personal Clerk in the Agri-cultural Income-tax Department.	By transfer	Must possess the Technical Qualification in Shorthand and Typewriting prescribed for a Steno-typist in addition to the qualification prescribed for the post.

(1)	(2)	(3)
14. Junior Assistants in the Registration Department.	Direct recruitment or recruitment by transfer.	In addition to an adequate knowledge of Tamil, the candidate concerned, if so required by the appointing authority, must possess an adequate knowledge of one of the languages specified below, namely: Telūgu, Malayalam, Kannada, Urudu and Hindi.
14. Junior Assistants in the Office of the Comptroller, Governor's Household.	Direct recruitment or recruitment by transfer.	Must have passed the Government Technical Examination in Typewriting by the Lower Grade.
14. Junior Assistants in the Office of Translators to Government.	Direct recruitment or recruitment by transfer.	The candidate's language in examination for the selection of candidates for recruitment to the service must be the language of the section in which he is to be appointed. In the case of appointment in the Tamil or Telugu Section, the candidate must also have passed the Government Technical Examination in Typewriting by the Lower Grade.

(1)	(2)	(3)
14. Special Revenue Inspector, in the Office of the Director of Adi Dravidar and Tribal Welfare.	Transfer from the Junior Assistants in the Office of the Director of Harijan Welfare or Revenue Department.	(1) Revenue Test, Parts I, II and III. (2) Revenue Survey Training for a period of not less than four weeks.
14. Junior Assistant employed as Camp Clerk of the Director of Animal Husbandry.	Direct recruitment or recruit-ment by transfer.	Must possess the Technical qualification in Shorthand and Typewriting prescribed for a Steno-typist.
14. Junior Assistant employed as Camp Clerk under the Officers of the Fisheries Department.	Direct recruitment or recruit-ment by transfer.	Must possess the Technical qualification in Shorthand and Typewriting prescribed for a Steno-typist.

(1)	(2)	(3)
14. Junior Assistant employed as Camp Clerks of the Chief Engineers Public Works Department, except the Chief Engineer for Irrigation.	Direct recruitment or recruit-ment by transfer.	Must have passed by the Higher Grade the Government Technical Examination in Shorthand and Typewriting.
14. Junior Assistants (redesig-nated as Junior Assistant-cum-typist) employed as Camp Clerks of the Sub-Divisional Officers of the Police Department.	Direct recruitment or recruit-ment by transfer.	Must have passed the Government Technical Examination in Typewriting by the Lower Grade.

(1)	(2)	(3)
14. Junior Assistant-cum-Typist attached to the Assistant Director incharge of Stores, Tamil Nadu Forensic Science Laboratory.	Direct recruitment or recruit-ment by transfer.	Must have passed the Government Technical Examination in English Typewriting by the Higher Grade and in Tamil Typewriting by the Lower Grade.
14. Revenue Inspector- (1) in the Nilgiris, Kodaikanal Taluk of the Madurai district and the Shevaroys of the Salem District.	By transfer	(1) Revenue Test, Parts I, II and III. (2) Revenue Survey Training for a period of not less than four weeks. (3) Course in the use of circumferentor and intraverse computation for a period of not less than six weeks. (4) Must have served as a Junior Assistant in a Taluk Office for a minimum period of one year; Provided that in the case of Settlement Inspectors and Junior Assistants in the Settlement Department and of Junior Assistant/Assistant

(1)	(2)	(3)
		deputed for Revenue Inspectors Training from the Secretariat or from Offices of the Board of Revenue or from the Office of the Director of Settlement, Madras, such Service in a Taluk Office shall not be required.
		Note: Service rendered as Junior Assistants and/or Special Revenue Inspector in the Agricultural Income-tax Department or service rendered by Junior Assistant in the following offices/departments shall be deemed as service in a Taluk Office for the purpose mentioned in item (4) above:
		(1) The Madras Collectorate.
		(2) The Offices of the Deputy Tahsildars and of Estate Managers (managed by Deputy Tahsildars and Tahsildars).
		(3) The Block Development Offices.
		(4) Inam settlement office, Pudukottai.
		(5) The Offices of the Special Deputy Tahsildars and Special Tahsildars (Zamin Abolition).

(1)	(2)	(3)
		(6) Special Tahsildars' Offices (Loans, Land Acquisition and Assignment).
		(7) Offices of the Authorised Offices (Land Ceiling).
(2) Else-where	Transfer	(1) Revenue Test, Parts I, II and III.
		(2) Revenue Survey Training for a period of not less than four weeks.
		(3) Must have served as Junior Assistant in a Taluk Office for a minimum period of one year.
		Provided that in the case of Settlement Inspectors, and Junior Assistants in the Settlement Department and or Assistants/Junior Assistants deputed for Revenue Inspector's training from the Secretariat or from Offices of the Board of Revenue or from the Office of the Director of Settlement, Madras such service in a Taluk Office shall not be required.

(1)	(2)	(3)
		Note: Service rendered as Junior Assistant and / or Special Revenue Inspector in the Agricultural Income-Tax Department or service rendered by Junior Assistants in the following Offices/Departments shall be deemed as service in a Taluk Office for the purpose mentioned in item (3) above- (1) The Madras Collectorate. (2) The Offices of the Deputy Tahsildars and of the Estate Managers (Managed Deputy Tahsildars and Tahsildars). (3) The Block Development Officers. (4) Inam Settlement Office, Pudukkottai. (5) The Offices of the Special Deputy Tahsildars and Special Tahsildars (Zamin Abolition). (6) Special Tahsildars' offices (Loans, Land Acquisition and Assignment). (7) Offices of the Authorised Officers (Land Ceiling).

(1)	(2)	(3)
		Provided further that in the case of Junior Assistants of the Survey and Land Records Department, allotted to the Revenue Department with reference to G.O.Ms.No.3420, Revenue dated the 4th November 1955 and sent for Revenue Inspectors' Training, such service in a Taluk Office shall not be required if they have put in a three years service as such Junior Assistants.
		Provided that the above said qualifications shall not be insisted on for appointment as Revenue Inspector as a temporary measure and for a period not exceeding six months on each occasion but a person so appointed shall be replaced as soon as possible by another who possesses the prescribed qualifications:
		Provided further that a pass in the Revenue Test, Parts I, II, shall not be insisted on upto the 9th April, 1956 for appointment as Revenue Inspector in the Nilgiris District of a Junior

(1)	(2)	(3)
		Assistant otherwise suitable for such appointment if there are no Junior Assistants in the districts concerned who possess the qualification and are suitable for appointment. Service rendered as such after the 15th September 1955 shall not be taken into account for computing the total period of service as Revenue Inspector prescribed for purposes of promotion.
14. Comptists in the Treasury and Accounts Department.	Direct recruitment or recruit-ment by transfer.	Must possess knowledge of operating the comptometer.
14. Junior Assistants employed as Steno-graphers in the Offices of the Director of Health Services and Family Planning and Director of Medical Education, Madras.	Direct recruitment or recruit-ment by transfer.	Must possess the technical qualification in Shorthand and Typewriting prescribed for a Steno-typist.

(1)	(2)	(3)
14. Junior Assistants employed as Personal Clerk in the Office of the Commissioner of Agri-cultural Income Tax.	Direct recruitment or recruit-ment by transfer.	Must possess the Technical qualification in Shorthand and Typewriting prescribed for a Steno-typist.
14. Junior Assistants employed in the Government Museums.	Direct recruitment or recruit-ment by transfer.	Must have passed the Government Technical Examination in Typewriting by the Lower Grade at an examination held after the 1st January 1933.
14. Junior Assistants in the Tamil Nadu Hindu Religious and Charitable Endowments Department.	By recruit-ment by transfer from Executive Officers Grade IV in the Tamil Nadu Hindu Religious and Charit-able Endow-ments Sub-ordinate Service.	District Office Manual Test, Account Test for Subordinate Officers Part I and Hindu Religious and Charitable Endowments (Administration) Department Test.
14. Junior Assistants Medical Department	Direct recruitment or recruit-ment by	Must have passed the Government Technical Examination in Typewriting by the Higher Grade at an

(1)	(2)	(3)
in the following branches.	transfer.	Exmaination held after the 1st January 1933.
1. Accounts and General Section, Government General Hospital, Madras.		
2. Dental Department, Government General Hospital, Madras.		Provided that if candidates qualified in Typewriting by the Higher Grade are not available, candidates with the Typewriting qualification by the Lower Grade passed at an examination held after the 1st January 1933 may be appointed.
3. Institute of Obstetrics and Gynaecology, Government Hospital for Women and Children, Madras.		
4. College Library, Madras Medical College, Madras and		
5. Government Ranee's Hospital Pudukottai.		

(1)	(2)	(3)
6. Bernard Institute of Radiology, Government General Hospital, Madras.	Direct Recruitment or recruitment by transfer.	Must have passed the Government Technical Examination in Typewriting and Shorthand by the Higher Grade. Provided that where candidates with the Higher Grade qualification in Typewriting and Shorthand are not available, candidates with the Lower Grade qualification in Typewriting and Shorthand may be appointed.
7. Government Stanley Hospital, Madras.	Direct Recruitment or recruitment by transfer.	Must have passed the Government Technical Examination in Typewriting and Shorthand by the Higher Grade. Provided that where candidates with the Higher Grade qualification in Typewriting and Shorthand are not available, candidates with the Lower Grade qualification in Typewriting and Shorthand may be appointed.
15. Librarian, King Institute, Guindy.	Direct Recruitment or recruitment by transfer.	(1) Must possess a certificate in Librarianship or the Diploma in Librarianship and

(1)	(2)	(3)
		(2) Must have passed the Account Test for Subordinate Officers Part I.
		Preference shall be given to a person who in addition to the qualifications specified above possess an adequate knowledge of French and German.
15. Junior Steward.	Direct recruitment.	(i) Must have passed either the Government Technical Examination in Accountancy by Lower Grade conducted by the Commissioner for Government Technical Examinations or the Examination in Book-keeping conducted by the Madras State Co-operative Union and must also be conversant with banking Accounts, and
		(ii) Must have not less than two years experience in maintaining Accounts.

Provided that preference shall be given to the candidates who have undergone training in a Co-operative Institute recognised by the Government and passed the examination in Book-keeping and Banking conducted by the Tamil Nadu State Co-operative Union.

(1)	(2)	(3)
	Promotion	(i) Must have rendered not less than five years of service as Junior Assistant in the Agriculture Department; (ii) Must have passed both the departmental test and Account Test for Subordinate Officers Part I; and (iii) Must have not less than two years experience in maintaining Accounts.

Provided that preference shall be given to the candidates who possess the knowledge of Accountancy and Commercial Accounts.

15. Telephone Operator.	Direct recruitment or by transfer or by recruitment by transfer.	Must possess a Certificate issued by the Telephone Department or from the Principal of a Telephone Institute recognised by the Government for having undergone necessary course of Training in the operation of a Telephone Board.
16. Store-keeper of Medicines in the Government General Hospital, Madras.	Direct recruitment or recruitment by transfer.	Must possess Chemists' and Druggists' Diploma.

(1)	(2)	(3)
16. Store-keeper, Grade II on Rs.705-20-745-25-845-35-1230 in the Department of Industries and Commerce.	Direct recruitment.	Must have passed the Intermediate or Pre-University Examination of any University recognised by the University Grants Commission for the purpose of its grant.
16. Store-keeper on Rs.705-20-745-25-845-35-1230 in the Training Branch of the Employment and Training Department.	Direct recruitment.	Must have passed the Pre-University Examination of any University or the Higher Secondary Examination (XII Standard).
	Recruitment by transfer.	Must have passed the Special Test on District Office Manual.
16. Store-keeper King Institute, Guindy.	Direct recruitment or recruitment by transfer.	Must possess Chemists' and Druggists' Diploma or the diploma in Pharmacy.

(1)	(2)	(3)
		Preference shall be given to candidates who is addition possess a knowledge of accounts, a good working knowledge of scientific apparatus and experience in Government Medical Store or chemical manufacturing concern as Store-keeper for a period of not less than three years.
16. Store-keepers, I Grade in the Agri-culture Department.	Direct recruitment or by promotion.	Practical experience in keeping Engineering Stores for a period of not less than six months or knowledge of the Engineering activities of the Agriculture Department for a period of not less than one year.

Explanation:

The practical experience prescribed for the post shall be obtained after the possession of the educational qualification prescribed for the post.

16. Store-keepers II Grade in the Agri-culture Department.	Direct recruitment or recruit-ment by transfer.	Must have passed the III Form in a recognised School.

(1)	(2)	(3)
16. Store-keepers IV Grade in the Health Services and Family Welfare (Medical Wing) Department.	Direct recruitment or recruit-ment by transfer.	Must have passed the III Form in a recognised School. Provided that in making selections preference shall be given to a candidate who posseses the minimum general educational qualification prescribed in the Schedule to the General Rules.
17. Typists including Mechinists in the Treasuries and Accounts Department.	Direct recruitment or recruit-ment by transfer.	Must have passed the Government Technical Examination in Typewriting.— (i) by the Higher Grade in Tamil and English; or (ii) by the Higher Grade in Tamil and Lower Grade in English; or (iii) by the Higher Grade in English and Lower Grade in Tamil; Provided that candidates with the qualifications referred to in item (ii) above, shall be recruited only if candidates with the qualifications referred to in item (i) above, are not available.

(1)	(2)	(3)
		Provided further that candidates with the qualifications referred to in item (iii) above, shall be recruited only if candidates with the qualifications referred to in items (i) and (ii) above, are not available.
17. Steno-typists.	Direct recruitment or recruit-ment by transfer.	Must have passed the Government Technical Examinations in Typewriting and Shorthand. (i) by the Higher Grade in Tamil and English; or (ii) by the Higher Grade in Tamil and Lower Grade in English; or (iii) by the Higher Grade in English and Lower Grade in Tamil; Provided that candidates with the qualifications referred to in item (ii) above, shall be recruited only if candidates with the qualifications referred to in item (i) above, are not available.

(1)	(2)	(3)
		Provided further that candidates with the qualifications referred to in item (iii) above, shall be recruited only if candidates with the qualifications referred to in item (i) and (ii) above, are not available.
17. Telex Operator in the Office of the Special Commis-sioner and Commissioner of Revenue Administ-ration and in the Collectorates.	Direct recruitment or by transfer; or By recruit-ment by transfer.	Must have passed the Govern-ment Technical Examination in Typewriting by the Higher Grade in English and Tamil; and Must possess a certificate for having undergone training in operating a Telex Machine for a minimum period of not less than 25 days in any one of the Institutions recognised by the Government.
18. Linen-keeeper III Grade, Kasturiba Gandhi Hospital for Women and Children, Madras.	Direct recruitment or recruit-ment by transfer.	Must have passed the III Form in a recognised School; Provided that in making selection preference shall be given to a candidate who possesses the minimum general educational qualification prescribed in the Schedule to the General Rules.

(1)	(2)	(3)
18. Laundry Super-visors, III Grade.	Direct recruitment or recruit-ment by transfer.	Must have passed the III Form in a recognised School; Provided that in making selection preference shall be given to a candidate who possesses the minimum general educational qualification prescribed in the Schedule to the General Rules.
22. Shroffs in Govern-ment Press, Madras.	Direct recruitment or recruit-ment by transfer.	Must have passed III Form in a recognised School maintained by or opened with the sanction of the Government of Tamil Nadu or to which recognition has been accorded by the Director of School Education, Madras under the Tamil Nadu Educational Rules.
24. Shroffs Grade II in the Office of the Deputy Transport Commissioner, Madras and Regional Transport Authority, Madras.	Direct recruitment or recruit-ment by transfer.	Must have completed S.S.L.C.

(1)		(2)	(3)
24.	Shroffs Grade I in the Office of Deputy Transport Commissioner, Madras, and Regional Transport Commissioner, Madras.	Direct recruitment or recruit-ment by transfer.	Must have completed S.S.L.C.

ANNEXURE IV

Referred to in Rule 30(b)

TESTS TO BE PASSED OR TRAINING TO BE UNDERGONE BEFORE PROMOTION

Posts (1)	*Tests and Training* (2)
Agriculture Department	
1. (a) Manager, Office of the Director of Agriculture.	Account Test for Subordinate Officers, Part I and Agricultural Departmental Test.
(b) Superintendents.	
2. Assistants	Account Test for Subordinate Officers, Part I, Agricultural Departmental Test and Special Test on District Office Manual.
3. Commercial Accountant, Office of the Industrial Engineering Workshop, Madras.	1) Government Technical Examination in Accountancy by the Higher Grade. 2) Account Test for Subordinate Officers Part I. 3) Agricultural Departmental Test.
4. Store Superintendent of the Agriculture Department.	Account Test for Subordinate Officers, Part I, Agricultural Departmental Test and District Office Manual Test.

(1)		(2)
5. Assistant employed as Personal Clerk, Office the Director of Agriculture.	:	(1) Account Test for Subordinate Officers, Part-I; (2) Agricultural Department Test for the members of the Tamil Nadu Ministerial Service in the Agriculture Department; (3) Special Test on District Office Manual.

Archaeology Department

Assistant	:	1) District Office Manual Test. 2) Account Test for Subordinate Officers, Part-I.

Animal Husbandry Department

Managers, Superintendents, Assistants, Head Clerks and Accountants.	:	Account Test for Subordinate Officers, Part I and the Departmental Test in the Manual of the Animal Husbandry Department.

Backward Classes Department

1. Superintendents	:	Account Test for Subordinate Officers, Part-I.
2. Assistants	:	1) Account Test for Subordinate Officers, Part-I. 2) The District Office Manual Test.

(1)	(2)
Cinchona Department	
1. Superintendents	: 1) Account Test for Subordinate Officers, Part-I. 2) Accountancy (Higher Grade).
2. Accountants	: 1) Account Test for Subordinate Officers, Part-I. 2) Accountancy (Lower Grade)
3. Assistants	: Account Test for Subordinate Officers, Part-I.
Commercial Taxes Department	
1. Superintendents in the Office of the Commissioner of Commercial Taxes and in the Office of the Tamil Nadu Sales Tax Appellate Tribunal including Additional Benches.	: Account Test for Subordinate Officers, Part I, Departmental Test in Commercial Taxes Acts, Parts I, II and III and Special Test on District Office Manual.
2. Head Clerks in the Office of the Commissioner of Commercial Taxes and other Subordinate Offices.	: Account Test for Subordinate Officers, Part I, Departmental Test in Commercial Taxes Acts, Parts I, II and III and Special Test on District Officer Manual.
3. Assistants in the Department including the Office of the Commissioner of Commercial Taxes.	: Departmental Test in Commercial Taxes Acts, Parts I and II and Special Test on District Office Manual.

(1)		(2)
4. Assistants in the Office of the Tamil Nadu Sales Taxes Appellate Tribunal including Additional Benches and Tamil Nadu Agricultural Income Tax Appellate Tribunal.	:	Departmental Test in Commercial Taxes Acts, Parts I and II; and Special Test on District Office Manual. Provided that a person who has passed the Departmental Test in Commercial Taxes, Part II at the examination held in November 1968 or earlier or who has passed the Revenue Test, Part-I at the examination held in November 1969 or earlier shall not be required to pass the Special Test on District Office Manual.
5. Junior Accountant in the Office of the Tamil Nadu Sales Tax Appellate Tribunal including Additional benches and Tamil Nadu Agricultural Income Tax Appeallate Tribunal.	:	(i) Departmental Test in Commercial Taxes Acts - Part-I, Part-II and Part-III; (ii) District Office Manual; (iii) Account Test for Subordinate Officers Part-I; and (iv) Commercial Book Keeping (Lower) or any equivalent Examinations.

(1)		(2)
Director of Government Examination		
1. Superintendents	:	Account Test for Subordinate
	:	Officers, Part I.
2. Accountant	:	
3. Assistants	:	
Office of the Commissioner of Civil Supplies and Consumer Protection inclusive of Subordinate Offices under its Control		
Assistants		i) Account Test for Subordinate Officers, Part-I; and
		ii) Special Test on District Office Manual.
Collegiate Education Department		
1. Superintendents	:	1. Deputy Inspector's Test.
		2. Account Test for Subordinate Officers, Part-I.
2. Assistants	:	(i) Account Test for Subordinate Officers, Part-I and
		(ii) District Office Manual Test.
3. Librarian and Assistant Librarian, Government Oriental Manuscripts Library.	: : :	Account Test for Subordinate Officers, Part-I.

(1)		(2)
Dairy Development Department		
Superintendents, Commercial Accountant Grade I.	:	The Account Test for Subordinate Officers, Part-I.
Assistants (including Accountants, Cashier, Store-keeper on the same Grade). Commercial Accountant Grade II.	:	
Department of Correctional Administration		
1. Superintendent, Office of the Director of Correctional Administration.	:	1. Jail Test, Part-I. 2. Account Test for Subordinate Officers, Part-I.
2. Office Managers, Government Approved Schools.	:	1. Jail Test, Part-I. 2. Account Test for Subordinate Officers, Part-I.
3. Assistants	:	1. Jail Test - Part-I. 2. Account Test for Subordinate Officers, Part-I. 3. Test on District Office Manual.
Department of Legal Studies		
Manager, Head Clerk, Assistant and Accountant.	:	Account Test for Subordinate Officers, Part-I.

(1)		(2)
Office of the Chief Electrical Inspector to Government		
1. Superintendents	:	Account Test for Subordinate Officers, Part-I.
2. Assistants	:	i) Account Test for Subordinate Officers, Part-I; and ii) Special Test on District Office Manual.

Employment and Training Department

Employment Branch		
Assistants	:	1. Account Test for Subordinate Officers, Part-I. 2. National Employment Service Manual for Ministerial Staff or National Employment Service Manual Test for Officers. 3. District Office Manual.
Training Branch		
1. Superintendent	:	Account Test for Subordinate Officers, Part-I.
2. Office Manager	:	
3. Auditor	:	1. Account Test for Subordinate Officers, Part-I. 2. A pass in the Government Technical Examination in Accountancy by Higher Grade.

(1)		(2)
		Provided that the candidates who are holders of the B.Com., degree of the Madras University shall not be required to pass the Government Technical Examination in Accountancy by the Higher Grade.
1. Assistants, Accountants Store-keepers in the scale of Rs.705-20-745-25-845-35-1230.	:	1. Account Test for Subordinate Officers, Part I. 2. District Office Manual Test.

Fire Service Department

Accountants and Assistants	:	Departmental Test in the Madras Fire Service Manual and the Account Test for Subordinate Officers, Part I.

Fisheries Department

Superintendents, Accountants and Assistants.	:	1. Account Test for Subordinate Officers, Part I. 2. Fisheries Department Test-I.

Tamil Nadu Forensic Science Laboratory

Superintendent	:	(1) Account Test for Subordinate Officers, Part I.

(1)		(2)
		(2) Special Test on District Office Manual.
Assistant including Assistant-cum-Cashier	:	(1) Account Test for Subordinate Officers, Part-I.
		(2) Special Test on District Office Manual.

Forest Department

1. Managers, Superintendents Office of the Chief Conservator of Forests.	:	1. Account Test for Subordinate Officers Part I; and
2. Managers and Senior Accountants of Conservator's Office.	:	2. Departmental Test Prescribed in section 28 of the Madras Forest Department Code.
3. Head Clerks in Divisional Forest Offices and Forest Utilization Office and Head Clerk in State Sylviculturists Office.	:	
4. Assistants and Accountants in the grade of Assistants.	:	1. Account Test for Subordinate Officers Part I; and
		2. Departmental Test prescribed in section 28 of the Madras Forest Department Code; and
		3. Special Test on District Office Manual.

(1)	(2)
Government Museums and Connemara Public Library	
1. Office Assistant to the Director of Museums and Associate Librarian, Connemara Public Library.	: B.A.or B.Sc., degree of any University recognised by the University Grants Commission for the purpose of its grants.
2. Head Clerk, Office of the Government Museum, Madras.	:
3. Store-keeper, Government Museum, Madras.	: Account Test for Subordinate Offices, Part I.
4. Manager, Connemara Public Library.	:
Handlooms Department	
Assistants	: Account Test for Subordinate Officers - Part-I. : District Office Manual Test.
Adi Dravidar and Tribal Welfare Department	
1. Superintendents and Assistants in the Office of the Director of Adi Dravidar and Tribal Welfare and Superintendents in the Office of the District Adi-Dravidar Welfare Officers.	: Account Test for Subordinate Officers, Part-I.

(1)		(2)
2. i) Assistants in the Office of the Manager Aziznagar Settlement.	:	Account Test for Subordinate Officers, Part-I.
ii) Accountant in the Office of the Manager Aziznagar Settlement.	:	Account Test for Subordinate Officers, Part-I and II.

Medical Services and Family Welfare Department

Medical Wing

1. Superintendents, Office of the Director of Health Services and Family Planning (Medical Wing), Head Stewards, Managers, Office Superintendents, Accountants and Assistants, Lay Secretaries in the City and Mofussil Medical Institutions in the scale of Rs.905-45-1445-50-1545.	:	Account Test for Subordinate Officers Part I and Departmental Test in Tamil Nadu Medical Code.
2. Assistants other than the Examiner in the Office of the Director of Health Services and Family Planning (Medical Wing) (including Cash-keeper and tour clerk to to the Director of Health Services and Family Planning),	:	Special Test on District Office Manual.

(1)		(2)
Medical Store-Keepers/ Non-technical)Cashiers Accountants, Head Stewards, Head Clerks, Linen Keepers, Provision Store-keepers, Hospital Stoppage Clerks etc. in the City and Mofussil Medical Institutions in the scale of pay of Rs.705-20-745-25-845-35-1230).	:	
Medical Education Department		
1. Superintendents, Managers, Assistant Lay Secretaries, Head Stewards, Office Superintendents and Accountants.	:	Account Test for Subordinate Officers - Part I, Departmental Test in Tamil Nadu Medical Code and Special Test on District Office Manual.
1-A. Commercial Accountant	:	(1) Government Technical Examination in Accountancy by the Higher Grade; (2) Account Test for Subordinate Officers, Part-I.
2. Assistants, Head Clerks, Store-keepers (Non-Technical) Linen keepers, Head Stewards, Provision Store-keepers, Cashiers, Hospital Stoppage Clerks Tour Clerks to the Director, Cash Keeper and other than the Examiners.	:	Account Test for Subordinate Officers Part I, Departmental Test in Tamil Nadu Medical Code and Special Test on District Office Manual.

(1)	(2)
3. Junior Assistants, Store-keepers, Typists and Steno-typists.	: Account Test for Subordinate Officers Part I, Departmental Test in Tamil Nadu Medical Code and Special Test on District Office Manual.

Hindu Religious and Charitable Endowments (Administration) Department

Managers	: District Office Manual Test, Account Test for Subordinate Officers Part I and the Hindu Religious and Charitable Endowments (Administration) Department Test.

The Governor's Household

1. Office of the Comptroller, Governor's Household—

(a) Superintendent	: Government Technical Examination in English , Typewriting (Higher Grade) and Account Test for Subordinate Officers, Part I.
(b) Cashier	: Account Test for Subordinate Officers Part I.
(c) Assistant	: Government Technical Examination in English Typewriting (Higher Grade) and in English Shorthand by the Lower Grade.

Highways and Rural Works Department

All Assistants	: (1) Account Test for Highways and Rural Works Department Officers and Subordinate.

(1)	(2)
Note	A member of the service who has passed the Account Test for Public Works Department Officers and Subordinates prior to May 1962 shall also be eligible for promotion as Assistant.
	(2) Special Test on District Office Manual.

College of Indigenous Medicine and Hospital

Steward and Accountant	:	Account Test for Subordinate Officers, Part-I.

Industries Department

1. Managers in the Offices of Industries Commissioner and

(i) Director of Industries and Commerce.	:	Account Test for Subordinate Officer, Part-I.
(ii) Chemical Testing and Analytical Laboratory, Madras.	:	Account Test for Subordinate Officers, Part-I.
(iii) Subordinate Offices and	:	Account Test for Subordinate Officers, Part-I.
(iv) Assistant Director of Industries and Commerce, Dharmapuri.	: :	Account Test for Subordinate Officers, Part-I.
2. Accounts Assistants in the Industries Department.	: :	1. Account Test for Subordinate Officers, Part-I.

(1)		(2)
		2. A pass in the Government Technical Examination in Accountancy by Higher Grade, or pass in the Intermediate Examination of the Institute of Costs and Works Accountants of India, Calcutta, or a pass in the Intermediate Examination of the Costs and Works Accountants Institute, London.
3. Superintendent	:	Account Test for Subordinate Officers, Part-I.
4. Auditors in the Office of the Industries Commissioner and Director of Industries and Commerce, Madras, and Commercial Accountants in the Department of of Industries and Commerce.	:	1. Account Test for Subordinate Officers, Part-I. 2. A pass in the Government Technical Examination in Accountancy by Higher Grade. A pass in the Intermediate Examination of the Institute of Costs and Works Accountants of India, Calcutta; or A pass in the Intermediate Examination of the Cost and Works Accountants Institute, London. **Note:** Candidates who are holders of the degree of B.Com. of the University of Madras shall not be required to pass the Government Technical Examination in Accountancy by the Higher Grade.

(1)	(2)
5. Head Clerks, Assistants Accountant and Store-keepers in the scale of pay of Rs.705-20-745-25-845-35-1230.	: i) Account Test for Subordinate Officers, Part-I. ii) Special Test on District Office Manual. **Note:** The persons who are holding the posts of Assistants, Accountants, Store-keepers and District Inspectors (State Aid) etc. prior to 6th May, 1974 need not pass the Special Test on District Office Manual.
6. Assistant employed as Personal Clerk to the Industries Commissioner and Director of Industries and Commerce and the Additional Director of Industries and Commerce.	: 1) Account Test for Subordinate Officers, Part-I. 2) Special Test on District Office Manual.

Office of the Director of Municipal Administration

1. Superintendents	: Account Test for Subordinate Officers, Part-I.
2. Assistants	:

Jail Department (including Borstal School)

Assistants	: (1) Jail Test, Part-I; (2) Account Test for Subordinate Officers, Part-I.

(1)	(2)
	Provided that, other things being equal, preference shall be given to a person who, in addition to the qualifications specified above, has passed the Departmental Test for Officers of the Probation Department for promotion in the Office of the Chief Probation Superintendent.

Labour Department

1. Manager or Superintendent	:	
2. Assistants or Accountants	:	(i) Labour and Factories Departmental Tests - Part - A and B.
		(ii) Account Test for Subordinate Officers, Part-I.
		(iii) Special Test on District Office Manual.
		Provided that the holders of the posts of Junior Assistants/ Assistants/Accountants in Labour Department even if they have not passed the Labour and Factories Departmental Tests - Parts A and B; Account Test for Subordinate Officers, Part-I and Special Test on District Office Manual shall be eligible for promotion as Assistants/Accountants/

(1)	(2)
	Superintendents and Managers for a period of two years from the 17th November 1984. They should, however, pass these tests within two years from the 17th November 1984, failing which they shall be reverted back to the original lower posts.
	Note:- The question of grants of exemption from passing the above tests shall be considered in special circumstances;
	Provided the individuals who got such exemption and were promoted to the next higher post shall pass the tests within a period of two years from the date of their promotion to the posts, failing which they shall be reverted back to their lower posts and relaxation of rules of passing the test shall not be considered again in their favour.

Local Fund Audit Department

Audit Assistants	: Local Fund Audit Department Test : Account Test for Subordinate : Officers, Part I and District : Office Manual Test.

(1)	(2)

Explanation:

Candidates who are holders of the degree of B.Com. or B.Com.(Hons.) of any University recognised by the University Grants Commission for the purpose of its grant and candidates who have passed the Government Technical Certificate Course Examination in Accountancy by the Higher Grade shall not be required to pass the Commercial Book-keeping included in the Local Fund Audit Department Test.

Tamil Nadu Archives

1. Grade A Superintendent	:	Account Tests for Subordinate Officers, Part-I.
2. Assistants	:	

National Cadet Corps

Head Clerks and Assistants	:	Account test for Subordinate Officers, Part-I and the Departmental Test conducted by the Circle Commander, No.2, Circle Cadet Corps, Madras.

Police Department

Assistants in all Police Offices including Office of the Tamil Nadu Forensic and Chemical Laboratory, Madras, Director General of Police and Commissioner of Police, Madras.	:	Departmental Test in Police Orders and Practice; Account Test for Subordinate Officers, Part-I and District Office Manual Test.

(1)		(2)
		Port Department
1. Superintendent in the Office of the State Port Officer, Madras and other Port Offices at Outports.	:	Account Test for Subordinate Officers, Part-I, and Departmental Test held prior to 1938 or Departmental Test by the Higher Grade.
2. Member of the Service in the scale of pay of Rs.705-20-745-25-845-35-1230 and above.	:	1. Account Test for Subordinate Officers, Part-I. 2. Special Test on District Office Manual.
		Public Health and Preventive Medicine Department
1. Superintendents	:	(i) Account Test for Subordinate Officers,
2. Accountant	:	Part-I.
3. Assistants	:	(ii) Special Test on District Office Manual
4. Store-keepers in the grade of Assistants Public Health Code.	:	(iii) Special Test on Tamil Nadu
		(iv) Special Test on Tamil Nadu Medical Code;
		Provided that the passing of Special Tests in the Tamil Nadu Public Health Code and Tamil Nadu Medical Code shall take effect from the 1st January 1982.

(1)	(2)
Assistant attached to the Director of Public Health and Preventive Medicine for Stenographic work	: (i) Special Test on District Office Manual (ii) Special Test on Tamil Nadu Public Health Code. (iii) Special Test on Tamil Nadu Medical Code.

Public Works Department

1. All Assistants in the Offices of the Chief Engineers, Superintending Engineers, Executive Engineers, Assistant Executive Engineers, Electrical Engineers and Boiler Branch.	: 1. Account Test for Public Works Department Officers and Subordinates; 2. Special Test on District Office Manual.
2. Assistants employed as Camp Clerks to all Chief Engineers in all Branches.	: 1. Account Test for Public Works Department Officers and Subordinates; 2. Government Technical Examinations in Shorthand and Typewriting by the Higher Grade; and 3. Special Test on District Office Manual.

Public Health Engineering and Municipal Works Department

1. All Assistants	: Account Test for Public Works Department Officers and Subordinates;

(1)		(2)
2. Assistants employed as Camp Clerk to the Chief Engineer, Public Health Engineering and Municipal Works.	:	Must have passed - 1. The Account Test for Public Works Department Officers and Subordinates; and 2. The Government Technical Examinations in Shorthand and Typewriting by the Higher Grade.

Public (Information and Public Relations) Department

Assistants in the Institute of Film Technology and Tamil Nadu Film Division.	:	1. Account test for Subordinate Officers, Part-I. 2. District Office Manual.

Public Libraries Department

Superintendents	:	1. Account Test for Subordinate Officers, Part-I.
Assistants	:	2. Special Test on District Office Manual.

Registration Department

Assistants	:	Registration Test, Account Test for Subordinate Officers, Part I and District Office Manual Test.

(1)	(2)
Revenue Department	
1. Superintendents in the Office of the Commissioner of Revenue Administration other than those in the Commercial Taxes Branch.	: Revenue Test, Parts I, II and III Revenue Survey Training for a period of not less than four weeks and service as Revenue Inspector in-charge of a firka for a period of not less than one year.
2.Huzur Second Assistants	(i) Revenue Test, Parts I, II and III. (ii) Revenue Survey Training for a period of not less than four weeks. (iii) Service as Revenue Inspector in-charge of a firka for a period of not less than two years. (iv) Satisfactory service as Assistant for a period of not less than one year.
3. Second Accountants in Collector's Office	: (i) Revenue Test, Parts I, II and III. (ii) Account Test for Subordinate Officers, Parts I and II. (iii) Revenue Survey Training for a period of not less than four weeks. (vi) Service as Revenue Inspector in-charge of a firka for a period of not less than two years.

(1)		(2)
		(v) Satisfactory service as Assistant for a period of not less than one year.
4. Huzur Head Accountants	:	(i) Revenue Test, Parts I, II and III.
		(ii) Account Test for Subordinate Officers, Parts I and II.
		(iii) Revenue Survey Traning for a period of not less than four weeks.
		(iv) Service as Revenue Inspector in-charge of a firka for a period of not less than two years.
		(v) Satisfactory service as Assistant for a period of not less than one year.
		(vi) Satisfactory completion of training in the pay bill section and loans section of the Collector's Office for a period of not less than four weeks.
5. Assistants in the Office of the Commissioner of Revenue Administration other than those in the Commercial Taxes Branch.	:	Revenue Test, Parts I, II and III.

(1)		(2)
6. Other Assistants in the Department (excluding the Office of the Commissioner of Revenue Administration and Revenue Settlement Parties).	:	(i) Revenue Test, Parts I, II and III. (ii) Revenue Survey Training for a period of not less than four weeks. (iii) Settlement training for a a period of not less than one week.
7. Fair Copy Superintendent.	:	(i) Revenue Test, Parts I, II and III. (ii) Revenue Survey Training for a period of not less than four weeks. (iii) Service as Revenue Inspector in-charge of a firka for a period of not less than two years. (iv) Satisfactory service as Assistant for a period of not less than one year.
8. Superintendents in the Office of the Director of Settlements, Madras	:	(i) Revenue Test, Parts I, II and III. (ii) Revenue Survey Training for a period of not less than four weeks. (iii) Service as Revenue Inspector in-charge of a firka for a period of not less than one year.

(1)		(2)
9. Assistants in the Office of the Director of Settlements, Madras.	:	Revenue Tests, Parts I, II and III.

Explanations:-

(i) The Office of the Collector of Madras shall include the Madras Taluk Office and the Office of the Pay Master Carnatic Stipends.

(ii) An Accountant or Huzur Head Accountant who has satisfactorily completed the special training prescribed in paragraph 2 of G.O. (P) No. 2172, Revenue, dated the 15th July 1955 shall not be required to undergone the prescribed training in the pay bill section and loans section of the Collectorate.

(iii) A candidate who after undergoing survey training has discharged the duties of Firka Supply Officer, or a Special Revenue Inspector, or both, shall be entitled to count his service in each such post, for a period not exceeding six months towards duty as Revenue Inspector in-charge of a firka.

(1)	(2)
	(iv) A candidate who after undergoing survey training, has discharged the duties of a Settlement Inspector doing field work including classification of soil and irrigation sources and miscellaneous enquiries under the Tamil Nadu Estates (Abolition and Conversion into Ryotwari) Act, 1948 (Tamil Nadu Act XXVI of 1948), or of an Estate Revenue Inspector, shall be entitled to count his service in such post towards duty as Revenue Inspector in-charge of a firka.
	(v) A Settlement Inspector employed on items of miscellaneous work, such as advance compensation work, preliminary enquiries under sections 11, 15 and other provisions of the Tamil Nadu Estates (Abolition and Conversion into Ryotwari) Act, 1948 (Tamil Nadu Act XXVI of 1948), and correlation of the old village land registers with the new survey land registers including registry, shall be entitled to count his service in such post for a period not exceeding one year towards duty as Revenue Inspector in-charge of a firka.

(1)	(2)
	(vi) A candidate who after undergoing survey training has served as Settlement Inspector assisting Settlement Deputy Tahsildars doing field work, shall be entitled to count his service in such post for a period not exceeding one year towards duty as Revenue Inspector in-charge of a firka.
	(vii) A candidate, who after undergoing survey training has served as a Chatram Revenue Inspector in Thanjavur district redesignated as Special Revenue Inspector (Chatrams), shall be entitled to count his service in such post for a period not exceeding six months towards duty as Revenue Inspector in-charge of a firka.
	(viii) A candidate, who after undergoing survey training has served as a Special Revenue Inspector for Betterment levy, shall be entitled to count his service in such post for a period not exceeding one year towards duty as Revenue Inspector in-charge of a firka.

(1)	(2)
	(ix) A candidate, who after undergoing survey training has discharged the duties of a Settlement Inspector doing field work and miscellaneous enquiries under the Tamil Nadu Inam Estates (Abolition and Conversion into Ryotwari) Act, 1963 (Tamil Nadu Act 26 of 1963), the Tamil Nadu Lease holds (Abolition and conversion into Ryotwari) Act, 1963 (Tamil Nadu Act 27 of 1963), the Tamil Nadu Minor Inams (Abolition and Conversion into Ryotwari) Act, 1963 (Tamil Nadu Act 30 of 1963), the Tamil Nadu (Transferred Territory) Ryotwari Settlement Act, 1964 (Tamil Nadu Act 30 of 1964), and the Kanniyakumari Sreepandaravaka Lands (Abolition and Conversion into Ryotwari) Act, 1964 (Tamil Nadu Act 31 of 1964), shall entitled to count his service in such post towards duty as Revenue Inspector in-charge of a firka and Settlement Inspector attending to the miscellaneous work under the said Acts, the Tamil Nadu (Transferred Territory) Thiruppavanam Payment Abolition Act, 1964 (Tamil Nadu Act 3 of 1964), and the Tamil Nadu (Transferred Territory)

(1)	(2)
	Jenmikaram Payment Abolition Act, 1964 (Tamil Nadu Act 39 of 1964), and in the revenue follow up work in the area coming up for resurvey, shall be entitled to count his service in such post for a period not exceeding one year towards duty as Revenue Inspector in-charge of a firka.
	(x) A candidate, who after undergoing survey training has discharge the duties of a Special Revenue Inspector in the Jenmam Estate Gudalur shall be entitled to count his service in such post towards duty as Revenue Inspector in-charge of a firka.
10. Superintendents in the Office of the Commissioner of Agricultural Income Tax.	: Revenue Tests, Part I, II and III; Revenue Survey Training for a period of not less than four weeks and service as Revenue Inspector incharge of a firka for a period of not less than one year.
11. Assistants in the Office of the Commissioner of Agricultural Income Tax.	: Revenue Tests, Parts I, II and III.

(1)	(2)
Land Administration Department	
1. Superintendents in the Office of the Commissioner of Land Administration.	: Revenue Test, Parts I, II and III. Revenue Survey Training for a period of not less than four weeks and service as Revenue Inspector incharge of a Firka for a period of not less than one year.
2. Assistants in the Office of the Commissioner of Land Administration.	: Revenue Test, Parts I, II and III.
3. Superintendents in the Office of the Director of Survey and Settlements, Madras.	: (i) Revenue Test, Parts I, II and III. (ii) Revenue Survey Training for a period of not less than four weeks. (iii) Service as Revenue Inspector incharge of a Firka for a period of not less than one year.
4. Assistants in the Office of the Director of Survey and Settlements, Madras.	: Revenue Tests Parts I, II and III.

(1)	(2)
	EXPLANATIONS
	(i) The Office of the Collector of Madras shall include the Madras Taluk Office and the Office of the Pay Master Garnatic Stipends.
	(ii) An Accountant or Huzur Head Accountant who has satisfactorily completed the special training prescribed in paragraph 2 of G.O. (P) No.2172, Revenue, dated the 15th July 1955 shall not be required to undergo the prescribed training in the pay bill section and loans section of the Collectorate.
	(iii) A candidate who after undergoing survey training has discharged the duties of Firka Supply Officer, or a Special Revenue Inspector, or both, shall be entitled to count his service in each such post, for a period not exceeding six months towards duty as Revenue Inspector in-charge of a firka.
	(iv) A candidate who after undergoing survey training, has discharged the duties of a Settlement Inspector doing field work including classification of soil and irrigation sources and

(1)	(2)
	miscellaneous enquiries under the Tamil Nadu Estates (Abolition and Conversion into Ryotwari) Act, 1948 (Tamil Nadu Act XXVI of 1948), or of an Estate Revenue Inspector, shall be entitled to count his service in such post towards duty as Revenue Inspector in-charge of a firka.
	(v) A Settlement Inspector employed on items of miscellaneous work, such as advance compensation work, preliminary enquiries under sections 11, 15 and other provisions of the Tamil Nadu Estates (Abolition and Conversion into Ryotwari) Act, 1948 (Tamil Nadu Act XXVI of 1948), and correlation of the old village land registers in the new survey land registers including registry, shall be entitled to count his service in such post for a period not exceeding one year towards duty as Revenue Inspector in-charge of a firka.
	(vi) A candidate who after undergoing survey training has served as Settlement Inspector assisting Settlement Deputy

(1)	(2)
	Tahsildars doing field work, shall be entitled to count his service in such post for a period not exceeding one year towards duty as Revenue Inspector in-charge of a firka.
	(vii) A candidate, who after undergoing survey training has served as a Chatram Revenue Inspector in Thanjavur district redesignated as Special Revenue Inspector (Chatrams), shall be entitled to count his service in such post for a period not exceeding six months towards duty as Revenue Inspector in-charge of a firka.
	(viii) A candidate, who after undergoing survey training has served as a Special Revenue Inspector for Betterment levy, shall be entitled to count his service in such post for a period not exceeding one year towards duty as Revenue Inspector in-charge of a firka.
	(ix) A candidate, who after undergoing survey training has discharged the duties of a Settlement Inspector doing field work and miscellaneous enquiries under the Tamil Nadu Inam Estates (Abolition and Conversion into Ryotwari) Act,

(1)	(2)
	1963 (Tamil Nadu Act 26 of 1963), the Tamil Nadu Lease holds (Abolition and conversion into Ryotwari) Act, 1963 (Tamil Nadu Act 27 of 1963), the Tamil Nadu Minor Inams (Abolition and Conversion into Ryotwari) Act, 1963 (Tamil Nadu Act 30 of 1963), the Tamil Nadu (Transferred Territory) Ryotwari Settlement Act, 1964 (Tamil Nadu Act 30 of 1964), and the Kanniyakumari Sreepandaravaka Lands (Abolitions and Conversion into Ryotwari) Act, 1964 (Tamil Nadu Act 31 of 1964), shall be entitled to count his service in such post towards duty as Revenue Inspector in-charge of a firka and Settlement Inspector attending to the miscellaneous work under the said Acts, the Tamil Nadu (Transferred Territory) Thiruppavanam Payment Abolition Act, 1964 (Tamil Nadu Act 32 of 1964), and the Tamil Nadu (Transferred Territory) Jenmikaram Payment Abolition Act, 1964 (Tamil Nadu Act 39 of 1964), and in the revenue follow up work in the area coming up for resurvey, shall be entitled to count his service in such post for a period not exceeding one year towards duty as Revenue Inspector in-charge of a firka.

(1)	(2)
	(x) A candidate, who after undergoing survey training has discharge the duties of a Special Revenue Inspector in the Jenmam Estate Gudalur shall be entitled to count his service in such post towards duty as Revenue Inspector in-charge of a firka.

Land Reforms Department

1. Superintendents in the Office of the Director of Land Reforms.	: Revenue Test, Parts I, II and III; Revenue Survey Training for a period of not less than four weeks and service as Revenue Inspector incharge of a firka for a period of not less than one year.
2. Assistants in the Office of the Director of Land Reforms	: Revenue Test, Parts I, II and III.

Revenue Settlement Parties

1. Head Accountants	: Account Test for Subordinate Officers, Part I.
2. Head Clerks	: Account Test for Subordinate Officers, Part I and Revenue Test.

School Education Department

Superintendents, Head Clerks, Accountants and Assistants.	: Deputy Inspector's Test and Account Test for Subordinate Officers, Part I and District Office Manual Test.

(1)	(2)
Social Welfare Department	
1. Superintendent	: 1. District Office Manual Test. 2. Account Test for Subordinate Officers Parts I and II.
2. Assistants/Accountant in the Grade of Assistant.	: 1. District Office Manual Test. : 2. Account Test for Subordinate Officers Part-I.
Statistics Department	
1. Superintendents 2. Assistants	: District Office Manual Test and : Account Test for Subordinate : Officers, Part-I.
State Trading Schemes Department	
Audit Assistants	: 1. Local Fund Audit Department Test. 2. Account Test for Subordinate Officers, Part I. 3. District Office Manual Test.

Explanation:

Candidates who are holder of the degree of B.Com. or B.Com.(Hons.) and candidates who have passed the Government Technical Certificate Course Examination in Accountancy by the Higher Grade shall not be required to pass the subject "Commercial Book-keeping" included in the Local Fund Audit Department Test.

(1)	(2)
	Survey and Land Records Department
Assistants	: 1. Account Test for Subordinate Officers, Part I.
	2. Special Test on District Office Manual
	3. Training in Survey for 28 days.
	4. Service as Junior Assistant for a period of not less than one year for those who were appointed by recruitment by transfer.
	Technical Education Department
Accountants, Head Clerks Assistants, Bursar.	: Account Test for Subordinate Officers, Part-I.
	Town and Country Planning Department
Superintendent and Assistants.	: 1. Account Test for Subordinate Officers, Part-I.
	2. District Office Manual Test.
	Town Panchayat Department
Head Clerks	: 1. District Office Manual Test.
Assistants	: 2. Panchayat Development Account Test.

Provided that the holders of the posts of Head Clerks as on 4th April 1990 shall pass the tests within two years from 4th April 1990 failing which they shall not be eligible to draw subsequent increments in the time scale of pay applicable to the post until they pass the said tests. Such ineligibility to draw subsequent increments shall not have the effect of postponing the future increments after they have passed.

(1)	(2)
Treasury and Accounts Department	
Accountants	: Account Test for Subordinate Officers, Parts I and II. : Test on District Office Manual.
Transport Department	
Superintendents	: (i) Account Test for Subordinate Officers, Part-I; (ii) Departmental Test on the Motor Vehicles Act, 1939 (Central Act IV of 1939), the Tamil Nadu Motor Vehicles Taxation Act, 1974 (Tamil Nadu Act 13 of 1974) and the rules and Notifications made thereunder. (iii) Service for a period of not less than.— (a) one year as Assistant in the Office of the Deputy Transport Commissioner or in the Office of the Assistant Accounts Officer or in the Office of the State Transport Appellate Tribunal. (b) two years as Assistant in the Office of the State Transport Authority; and (c) one year as Accountant in any Office of the Transport Department.

(1)	(2)
Tribunal Commissioner for Disciplinary Proceedings	
1. Superintendent 2. Assistant	: Account Test for Subordinate Officers Part I.
Veterinary Education and Research Department	
Accountants and Assistants.	1. Account Test for Subordinate Officers Part I. 2. Departmental Test in the Manual of Animal Husbandry Department. 3. District Office Manual Test.
Department of Ex-servicemen's Welfare	
(i) Directorate of Ex-Servicemen's Welfare.	
Superintendents	: Account Test for Subordinate Officers, Part-I.
Assistants/ Accountants	: Account Test for Subordinate Officers, Part I and Special Test on District Office Manual.
(ii) Office of the Assistant Director of Ex-Servicemen's Welfare in the Districts.	
Superintendents	: Account Test for Subordinate Officers, Part I.
Assistants	: Account Test for Subordinate Officers, Part I and Special Test on District Office Manual.

(1)	(2)
Stationery and Printing Department	
1. Manager, Stationery Office.	: (1) Account Test for Subordinate Officers, Part-I.
2. Office Manager, Government Press	: (2) Stationery and Printing Department Test.
3. Superintendents.	: (i) Part A - Stationery Manual, Volumes I and II. (ii) Part B - Government Press Office Manual.
	: (3) District Office Manual Test.
4. Assistants	: (1) Stationery and Printing Department Test - (i) Part A - Stationery Manual, Volumes I and II (ii) Part B - Government Press Office Manual.
	(2) District Office Manual Test.
	(3) Account Test for Subordinate Officers, Part I.
5. Superintendent, Commercial Accounts Section.	: (1) Account Test for Subordinate Officers, Part I.
	(2) Stationery and Printing Department Test. (i) Part A - Stationery Manual, Volumes I and II. (ii) Part B - Government Press Office Manual.
	(3) District Office Manual Test.
	(4) Accountancy (Lower Grade).

ANNEXURE V

(Referred to in rule 34).

TESTS TO BE PASSED, TRAINING TO BE UNDERGONE OR OTHER QUALIFICATIONS TO BE ACQUIRED BY PERSONS APPOINTED TO THE SERVICE:

Members of the Service	*Tests, Training or qualification*	*Period*
(1)	(2)	(3)
	ALL DEPARTMENTS	
1. A member of the service included in a list drawn up for a particulars district by the Commission before the 1st day of July, 1934, who was an approved probationer in the service on the 15th July 1936, who does not possess an adequate knowledge of the language or of one of the language of the districts and whom the Commission does not find it possible to transfer to the list of a district the languages of which he possesses an adequate knowledge.	Must satisfy the appointing authority that he has acquired an adequate knowledge of the said language.	Before appointment as full member of the service or before raising above the minimum stage of the time scale of pay sanctioned for the post which he was holding or above the stage of pay drawn by him the 15th July, 1936, if such stage is higher than the minimum stage.

Explanation:

A member of the service shall be deemed to possess an adequate knowledge of a language within the meaning of item I—

(i) if he has obtained in such language either in Group A or in Group C of the Secondary School Leaving Certificate Examination, a percentage of marks not being less than the percentage prescribed in the Schedule to the General Rules;

(ii) if he has obtained a pass in such language in an examination which is accepted by the Commission to be equivalent to, or higher than, the Secondary School Leaving Certificate Examination; or

(iii) if such language is his mother-tongue and he is certified by the Collector of the district or the Revenue Divisional Officer of the division in which he is employed as being able to talk fluently in it, to read and to write in that language; or

(iv) if he obtains in the first part of the essay paper in such language at the competitive examination held by the Commission for recruitment to the services, such percentage of marks as may be determined by the Commission by a general or special order.

2. Omitted.

3. A member appointed as Typist or Steno-typist who has not passed the Government Technical Examination in Typewriting by the Higher Grade either in English or in Tamil.	Government Technical Examination in Typewriting by the Higher Grade either in English or in Tamil.	Before appointment as full member of the service before raising above the minimum stage of the time scale of pay sanctioned for the post he is holding.

(1)	(2)	(3)
4. A member appointed as Typist or Steno-typist (Tamil) on or after the 9th November 1961, who has not passed the Government Technical Examination in Typewriting in English by the Lower Grade.	Government Technical Examination in Typewriting in English by the Lower Grade.	Within the prescribed period of probation or within two years from the date of appointment to the post as the case may be.
5. A member appointed as Typist or Steno-typist (English) on or after the 9th November 1961, who has not passed the Government Technical Examination in Typewriting in Tamil by the Lower Grade.	Government Technical Examination in Typewriting in Tamil by the Lower Grade.	Within the prescribed period of probation or within two years from the date of appointment to the post as the case may be.
6. A member appointed as Steno-typist (Tamil) on or after the 9th November 1961 who has not passed the Government Technical Examination in Shorthand (English) by the Lower Grade.	Government Technical Examination in Shorthand (English) by the Lower Grade.	Within the prescribed period of probation if recruited direct and within two years from the date of appointment to the post.

(1)	(2)	(3)
7. A member appointed as Steno-typist (English) on or after the 9th November 1961 who has not passed the Government Technical Examination in Shorthand (Tamil) by the Lower Grade.	Government Technical Examination in Shorthand (Tamil) by the Lower Grade.	Within the prescribed period of probation if recruited direct and within two years from the date of appointment to the post.
8. Junior Assistants appointed by direct recruitment on or after the 3rd July 1974.	Foundational Training for a period of two months.	Within the prescribed period of probation.

Provided that the Junior Assistants who came out successful in the Special Qualifying Test conducted by the Tamil Nadu Public Service Commission in December 1977, and in 1981 shall undergo a Refresher Course for a period of 28 working days instead of the regular two months Foundational Training.

Provided further that the Junior Assistants whose services have been regularised as per G.O.Ms.No.996, Personnel and Administrative Reforms Department, dated the 22nd September 1984 shall undergo the condensed Foundational Training, (similar to the training imparted by the Civil Service Training Institute, Bhavanisagar) at various Centres in the State for a duration of twenty working days instead of two months Foundational Training and pass the examinations conducted at the end of the said training. Those Junior Assistants who have undergone the condensed training course and passed the test at the end of the training subsequent to their regularisation of services as per the above Government Order, appointed as Junior Assistant/Assistant by direct recruitment, consequent on their appearance and selection through the Tamil Nadu Public Service Commission need not undergo the Foundational Training Course for two months at the Civil Service Training Institute, Bhavanisagar.

(1)	(2)	(3)
9. Assistants appointed by direct recruit-ment on or after the first October 1978.	Foundational Training for a period of two months at the Civil Service Training Institute, Bhavanisagar.	Within the prescribed period of probation.
	Agriculture Department	
1. Manager, Office of the Director of Agriculture	Account Test for Subordinate Officers Part I and Agricultural Departmental Test.	Within two years from the date of appointment to the post.
2. Superintendents		
3. Assistants	Account Test for Subordinate Officers Part I and Agricultural Departmental Test and Special Test on District Office Manual.	Within two years from the date of appointment to the post.
	Market Committees	
Junior Assistants	1) Departmental Test for Agricultural Marketting Department Employees.	Within the period of probation.

(1)	(2)	(3)
	2) District Office Manual Test.	

Animal Husbandry Department

(1)	(2)	(3)
1. Superintendents and Assistants in the Office of the Director of Animal Husbandry, Madras.	Account Test for Subordinate Officers, Part I, and the Departmental Test in the Manual of the Animal Husbandry Department.	Within two years from the date of appointment to the post.
2. Junior Assistants dealing with Accounts in the Office of the Director of Animal Husbandry, Madras.	Account Test for Subordinate Officers, Part I, and the Departmental Test in the Manual of the Animal Husbandry Department.	Within the prescribed period of probation or within two years from the date of appointment to the post as the case may be.
3. Commercial Accountant in the Institute of Veterinary Preventive Medicine, Ranipet.	Account Test for Subordinate Officers, Part I, and the Departmental Test in the Manual of the Animal Husbandry Department.	Within two years from the date of appointment to the post.

(1)	(2)	(3)
4. Head Clerk in the Office of the Poultry Development Officer and the Accountant in the Office of the Superintendent, Poultry Research Station, Hosur.	Account Test for Subordinate Officers, Part I, and the Departmental Test in the Manual of the Animal Husbandry Department.	Within two years from the date of appointment to the post.
5. Head Clerks in the District Veterinary Offices.	Account Test for Subordinate Officers, Part I, and the Departmental Test in the Manual of the Animal Husbandry Department.	Within two years from the date of appointment to the post.
Backward Classes Department		
1. Assistants in the Kallar Reclamation Section of the Madurai Collectorate.	Account Test for Subordinate Officers, Part-I.	Within two years from the date of appointment to the post.
2. Junior Assistants	District Office Manual Test.	Within the prescribed period of probation or within two years from the date of appointment to the post.

(1)	(2)	(3)
	Cinchona Department	
Accountants and Assistants.	Account Test for Subordinate Officers, Part I.	Within two years from the date of appointment to the post.
	Collegiate Education Department	
1. Assistants and Managers.	Deputy Inspector's Test and Account Test for Subordinate Officers, Part I.	Within two years from the date of appointment to the post.
2. Librarian and Assistant Librarian, Government Oriental Manuscripts Library.	Account Test for Subordinate Officers, Part I.	Within the prescribed period of probation or within two years from the date of appointment to the post.
3. Junior Assistant	District Office Manual Test.	Within the prescribed period of probation.
	Commercial Taxes Department	
4. Gujarathi Knowing Assistants.	Departmental Test in Commercial Taxes Acts, Parts I, II and III Government Technical Examination in	Within a period of two years from the 2nd February 1974, if appointed before that date and within the period of probation in other cases.

(1)	(2)	(3)
	Accountancy by the Lower Grade or any other equivalent examination, and Special Test on District Office Manual.	
6. Junior Assistants in the Department including the Offices of the Commissioner of Commercial Taxes and the Tamil Nadu Sales Tax Appellate Tribunal including Additional Benches and Tamil Nadu Agricultural Income Tax Appellate Tribunal.	Special Test on District Office Manual.	Within the prescribed period of probation or within two years from the date of appointment to the post as the case may be.

Provided that a person who has passed the Departmental Test in Commercial Taxes, Part II at the examination held in November 1965, or earlier or who has passed the Revenue Test, Part I at the Examination held in November 1969 or earlier shall not be required to pass the Special Test in District Office Manual.

Director of Government Examination

1. Superintendents 2. Accountant	Account Test for Subordinate Officers, Part I.	Within two years from the date of appointment to the post.

(1)	(2)	(3)
3. Assistants	Account Test for Subordinate Officers, Part I.	Within two years from the date of appointment to the post.
Assistants who were probationers or approved probationers in the service on the 3rd November 1951.	Account Test for Subordinate Officers, Part I.	Within a period of two years from 3rd November 1951.
	Co-operative Department	
Accountant in the Office of the Registrar of Co-operative Societies whose age did not exceed 45 years on the 18th April 1956.	1. Examinations in Co-operation, Auditing, Banking and Book-keeping conducted by the Central Co-operative Institute. 2. Account Test for Subordinate Officers Part I.	Within a period of two years from the 18th April 1956.
Junior Assistant who deal with Accounts.	Account Test for Subordidate Officers, Part I.	Within the prescribed period of probation or within two years from the date of appointment to the post as the case may be.

(1)	(2)	(3)
Office of the Commissioner of Civil Supplies and Consumer Protection inclusive of Subordinate Offices under its control:		
Assistants	Account Test for Subordinate Officers (Part I) and Special Test on District Office Manual.	Within the prescribed period of probation.
Department of Correctional Administration		
Assistants	Jail Test, Part I.	Within a period of two years from the date of appointment as full member.
Department of Legal Studies		
Librarian (Upgraded scale)	Account Test for Subordinate Officers, Part I.	Within the prescribed period of probation or within two years from the date of appointment to the post as the case may be.
Dairy Development Department		
1. Commercial Accountant Grade I and Commercial Accountant Grade-II appointed by direct recruitment.	1) Account Test for Subordinate Officers, Part I and 2) District Office Manual Test.	Within the prescribed period of probation.

(1)	(2)	
2. Junior Assistants appointed by Direct recruitment.	District Office Manual Test.	Within the prescribed period of probation.
3. Superintendents, Commercial Accountant Grade-I, Assistants, Accountant and Commercial Accountant II, and Junior Assistants appointed otherwise than by direct recruitment.	District Office Manual Test.	Within the prescribed period of probation or within a period of two years from the date of appointment where no probation is necessary.

Electrical Inspectorate

Office of the Chief Electrical Inspector to Government

Superintendents, Assistants.	Account Test for Subordinate Officers, Part I.	Within two years from the date of appointment to the post.

Employment and Training Department

Employment Branch

Assistants	1. Account Test for Subordinate Officers, Part I.	Within two years from the date of appointment to the post within two years from the 5th November 1963

(1)	(2)	
	2. Departmental Test on National Employment Service Manual for Ministerial Staff.	in case of persons who are holding the post of the 30th November 1960 and within two years from the date of appointment to the post in other cases.
	Training Branch	
Superintendent	Account Test for Subordinate Officers, Part I.	Within two years from the date of appointment to the post.
Auditor	1. Account Test for Subordinate Officers, Part I.	Within two years from the date of appointment to the post.
	2. Government Technical Examination in Accountancy by Higher Grade.	

Provided that the candidates who are holders of B.Com., degree of the Madras University shall not be required to pass the Government Technical Examination in Accountancy by the Higher Grade.

(1)	(2)	(3)
Assistants and Accountants in the scale of of pay of Rs.705-20-745-25-845-35-1230.	Account Test for Subordinate Officers, Part I.	Within two years from the date of appointment to the post.
Store-keepers in the grade of Assistants.	1. Account Test for Subordinate Officers, Part I. 2. District Office Manual Test.	Within the prescribed period of probation.
	Fire Service Department	
Accountants and Assistants.	Departmental Test in the Madras Fire Service Manual and the Account Test for Subordinate Officers, Part I.	Within two years from the date of appointment to the post.
	Fisheries Department	
Accountants and Assistants	(i) Account Test for Subordinate Officers, Part I; (ii) Fisheries Departmental Test Part I.	Within the prescribed period of probation or within two years from the date of appointment to the post as the case may be.

(1)	(2)	(3)
Junior Assistants	Fisheries Departmental Test Part I.	Within the prescribed period of probation or within a period of two years from the date of appointment to the post as the case may be, if appointed on and from the 31st July 1976. Provided that Junior Assistants whose probation had been declared prior to the 31st July 1976 and who had not passed the Fisheries Departmental Test Part-I, should pass the test within a period of two years from the 31st July 1976.
Forest Department		
1. Manager, Superintendent, Commercial Accountant and Assistants in the Office of the Chief Conservator of Forests.	1. Account Test for Subordinate Officers, Part I.	Within two years from the date of appointment to the post.
2. Managers and Senior Accountants of Conservator's Offices.	2. Departmental Test prescribed in section 33 of the Madras	Within two years from the date of appointment to the post.

(1)	(2)	(3)
3. Head Clerks and Junior Accountants in District Forest Offices, Forest Utilisation Office and Head Clerk in State Sylviculturist's Offices.	Forest Department and Account Code, Volume I.	
Government Museums and Connemara Public Library		
1. Head Clerks of the Government Museum, Madras.	Account Test for Subordinate Officers, Part I.	Within two years from the date of appointment to the post.
2. Store-keeper of the Government Museum, Madras.	Account Test for Subordinate Officers, Part I.	Within the prescribed period of probation or within a period of two years from the date of appointment to the post, as the case may be.
3. Manager, Connemara Public Library.	Account Test for Subordinate Officers, Part I.	Within two years from date of appointment to the post.
4. Junior Assistants, Government Museums.	District Office Manual Test.	Within a prescribed period of probation or within a period of two years from the date of appointment to the post, as the case may be.

(1)	(2)	(3)
Handlooms Department		
Junior Assistant	District Office Manual Test.	Within the prescribed period of probation or within two years from the date of appointment to the post, as the case may be.
Adi Dravidar and Tribal Welfare Department		
1. Omitted.		
2. Assistants in the Office of the Manager, Aziz Nagar Settlement.	Account Test for Subordinate Officers, Part I.	Within two years from the date of appointment to the post.
3. Assistants in the Adi Dravidar and Tribal Welfare Section of the Collectorates.	Account Test for Subordinate Officers, Part I.	Within two years from the date of appointment to the post.
4. Accountant in the Office of the Manager, Aziz Nagar Settlement.	Account Test for Subordinate Officers, Part I and II.	Within two years from the date of appointment to the post.
5. Junior Assistants in the Office of the Director of Adi-Dravidar and Tribal Welfare.	Special Test on District Office Manual.	Within the prescribed period of probation or within two years from the date of appointment to the post as the case may be.

(1)	(2)	(3)
		Provided that the persons who have passed the Revenue Test, Part I need not pass the Special Test on District Office Manual.

Medical Services and Family Welfare Department

Medical Wing

1. Superintendents, Office of the Director of Health Services and Family Planning Managers and Accountant, Office of the Director, King Institute, Guindy and Assistant Lay Secretaries in the scale of pay of Rs. 905-45-1,445-50-1,545.	Account Test for Subordinate Officers, Part I.	Within two years from the date of appointment to the post.
2. Stewards, Grades I, II and III.	Account Test for Subordinate Officers, Part I.	Within the prescribed period of probation or within two years from the date of appointment to the post as the case may be.

(1)	(2)	(3)
3. Assistants and Head Clerks, Accountants under the control of the Director of Health Services and Family Planning other than the King Institute, Guindy, Store-keeper of provisions Government General Hospital, Linen Keepers in the scale of pay of Rs.705-20-745-25-845-35-1,230.	Account Test for Subordinate Officers, Part I.	Within the prescribed period of probation or within two years from the date of appointment to the post as the case may be.
4. Junior Assistants	Departmental Test in Tamil Nadu Medical Code.	Within two years from the 1st September 1964 if appointed before that date and within the prescribed period of probation or within two years from the date of appointment to the post, as the case may be in other cases.

(1)	(2)	(3)
Medical Education Department		
1. Commercial Accountant	Account Test for Subordinate Officers, Part I.	Within the prescribed period of probation.
2. Junior Assistants, Store-keepers, Typists and Steno-typists.	Tamil Nadu Medical Code.	Within the prescribed period of probation.
Hindu Religious and Charitable Endowments (Administration) Department		
1. Superintendents 2. Managers 3. Inspectors 4. Assistants	Account Test for Subordinate Officers, Part I and Hindu Religious and charitable Endowments (Administration) Department Test.	Within two years from the date of appointment to the post.
5. Junior Assistant	District Office Manual Test, Account Test for Subordinate Officers, Part-I and Hindu Religious and Charitable Endowments (Administration) Department Test.	Within the prescribed period of probation or within two years from the date of appointment to the post as the case may be.

(1)	(2)	(3)
The Governor's Household		
Cashier, Office of the Comptroller, Governor's Household.	Account Test for Subordinate Officers, Part-I.	Within two years from the date of appointment to the post.
College of Indigenous Medicine and Hospital		
Steward and Accountant	Account Test for Subordinate Officer, Part I.	Within the prescribed period of probation or within two years from the date of appointment to the post as the case may be.
Industries Department		
I. Managers in the Officers of—		
i) Industries Commissioner and Director of Industries and Commerce.	Account Test for Subordinate Officer, Part I.	Within two years from the date of appointment to the post.
ii) Chemical Testing and Analutical Laboratory, Madras.	Account Test for Subordinate Officer, Part I.	Within two years from the date of appointment to the post.
iii) Subordinate Offices and	Account Test for Subordinate Officer, Part I.	Within two years from the date of appointment to the post.

(1)	(2)	(3)
iv) Assistant Director of Industries and Commerce, Dharmapuri.	Account Test for Subordinate Officer, Part I.	Within two years from the date of appointment to the post.
2. Accounts Assistant in the Industries Department.	Account Test for Subordinate Officer, Part I.	Within the prescribed period of probation or within two years from the date of appointment to the post as the case may be.
3. Superintendents	Account Test for Subordinate Officer, Part I.	Within two years from the date of appointment to the post.
4. Auditors in the Office of the Industries Commissioner and Director of Industries and Commerce, Madras and Commercial Accountants in the Department of Industries and Commerce.	1) Account Test for Subordinate Officers, Part I. 2) A pass in the Government Technical Examination in Book-keeping or Accountancy by Higher Grade; or A pass in the Intermediate Examination of the cost	Within two years from the date of appointment to the post.

(1)	(2)	(3)
	and works Accountants of India, Calcutta; or	
	A pass in the Intermediate Examination of the Cost and Works Accountants Institute, London.	

Note:

Candidates who are holders of the degree of B.Com., of the University of Madras shall not be required to pass the Government Technical Examination in Book-keeping or in Accountancy by the Higher Grade.

5. Head Clerks, Assistants, Accountants, Store-keepers and District Inspectors of State-aided Concerns.	Account Test for Subordinate Officers, Part-I.	Within the prescribed period of probation or within two years from the date of appointment to the post as the case may be.
	Special Test on District Office Manual.	Within the prescribed period of probation or within two years from the date of appointment to the post as the case may be.

Provided that every person appointed to the post of District Inspectors of State Aided concerns shall undergo training for a period of two weeks before he is posted in a station on the following subjects, namely:-

(1) A study of the provisions of 'The Madras State-Aid to Industries Act and the Madras Small and Cottage Industries Loans and Subsidy Rules, 1956.

(2) Elementary principles of Accountancy and their applicability to the accounts of the State aided concerns.

(3) Scope of audit of the accounts of the State-aided concerns by the District Inspectors.

(4) Inspection Questionnaire to be filled up by the District Inspectors - Instructions to fill in.

(5) Instructions for the submission of tour programme, diaries and progress reports etc.

(6) Duties and responsibilities of the District Inspectors.

The period of training shall count for probation.

Jail Department (including Borstal School)

Junior Assistants	Special Test on District Office Manual.	Within the prescribed period of probation.

Labour Department

Junior Assistants	Special Test on District Office Manual.	Within the prescribed period of probation or within two years from the date of appointment as the case may be.

(1)	(2)	(3)
Local Fund Audit Department		
A member of the service who held the post of Audit Assistant on the 3rd February 1958 and who had rendered service for a period of not less than two years in that post on the said date.	Departmental Test (Local Fund Audit Department Test)	Within a period of three years from the 3rd February 1958.
2. A member of the service who held the post of Audit Assistant on the 3rd February 1958 and who had rendered service for a period of less than two years in that post on the said date.	Departmental Test (Local Fund Audit Department Test)	Within a period of five years from the date of appointment as Audit Assistant after the completion of training referred to in rule 38(e).
3. Audit Assistants	Local Fund Audit Departmental Test, Account Test for Subordinate Officers, Part I and District Office Manual Test.	Within a period of five years from the date of appointment as Audit Assistant after the completion of the training referred to in rule 38(e).

(1)	(2)	(3)

Note:

(1) No Audit Assistant shall be eligible for appearing for the Subordinate Account Service Examination unless he has passed the Local Fund Audit Department Test.

(2) Audit Assistants who are holders of the B.Com. or B.Com(Hons.) of any University recognised by the University Grants Commission for the purpose of its grant shall not be required to pass in the following subject, namely, Commercial Book-keeping, included in the Local Audit Department Test.

4. (i) Audit Assistants appointed on the results of the Competitive examination held by the Commission after 6th June 1942 who had an adequate knowledge of Urdu but not of one of the three languages, namely, Tamil, Malayalam and Kannada, at the time of recruitment.	Third Class Language Test (Parts B and D) only in one of the three languages, namely, Tamil, Malayalam and Kannada.	Within a period of five years from the date of appointment.
(ii) Audit Assistants appointed on the results of the Competitive examination held by the Commission after the 6th	Third Class Language Test (Parts B and D) only in two of the three languages, namely, Tamil, Malayalam and Kannada.	Test in one languages within a period of 5 years from the date of appointment and in the other languages before confirmation.

(1)	(2)	(3)
June 1942, who did not possess an adequate knowledge of one of the three languages namely, Tamil, Malayalam and Kannada, at the time of recruitment.		
Tamil Nadu Archives		
1. Superintendent	Account Test for Subordinate Officer, Part I.	Within two years from the date of appointment to the post.
2. Assistants	Account Test for Subordinate Officer, Part I.	Within two years from the date of appointment to the post.
Panchayat Development Department		
1. Assistants in the Office of the Director of Rural Development including Tamil Nadu Local Administration Radio and Television Maintenance Organisation in Madras.	Training as Rural Welfare Officer, Grade I in the District Unit.	Within the period of one year from the date of appointment.

(1)	(2)	(3)
1A. Junior Assistants, Typists and Steno-typists in the Directorate of Rural Development, Office of the Chief Radio Officer and Office of the Regional Radio Officer at Madras in Unit I.	Departmental Test for Officers of Panchayat Development Department and Panchayat Development Account Test.	Within the period of probation.
2. Junior Assistants, Rural Welfare Officers, Grade-II, Cashiers, Typists and Steno-typists in Unit II.	(a) Test for Officers of Panchayat Development Department and Panchayat Development Account Test.	Within the period of probation.
	(b) Rural Welfare Officer, Training.	At any time, after appointment.
		Provided that every person selected for appointment as Junior Assistant, Rural Welfare Officer, Grade II, Typist and Steno-Typist before under-going prescribed

(1)	(2)	(3)
		training, execute an indemnity bond in such form and for such amounts with two sureties as may be prescribed by the State Government from time to time, binding himself:- (i) to undergo the entire course of training; (ii) to serve the State Government for a period of not less than three years after the successful completion of the training; (iii) to abide by any other condition that may be stipulated, from time to time, by the Director of Rural Development; and (iv) in case he fails to fulfil any of the conditions mentioned above to forefeit all claims for the payment of

(1)	(2)	(3)
		further stipends and/or pay and allowances, as the case may be, and to refund to the State Government the whole or such part of the amount drawn by him as pay and allowances and/or stipend as may be prescribed.
	Police Department	
Assistants in all Police Offices including the Offices of the Director General of Police and the Commissioner of Police, Madras.	Departmental Test in Police Orders and Practice; Account Test for Subordinate Officer, Part I, and District Office Manual Test.	Within two years from the date of appointment to the post.
	Port Department	
1. Superintendent in the Office of the State Port Officer, Madras and other Port Offices at Out-Ports.	Account Test for Subordinate Officers, Part I and Departmental Test held prior to 1938 or Departmental Test by the Higher Grade.	Within two years from the date of appointment to the post.

(1)	(2)	(3)
2. Members of the Service in the scale of pay of Rs.705-20-745-25-845-35-1230 and above.	1. Account Test for Subordinate Officers, Part I.	Within two years from the date of appointment to the post.
	2. Special Test on District Office Manual.	
	Revenue Department	
1. Huzur Second Assistant	Revenue Test, Parts I, II and III.	Within two years from the date of appointment to the post.
2. Huzur Head Accountants	Account Test for Subordinate Officers, Parts I and II, and the Revenue Test, Parts-I, II and III.	Within two years from the date of appointment to the post.
3. Second Accountants in the Collector's Office, the Nilgiris.	Account Test for Subordinate Officers, Part I and II.	Within two years from the date of appointment to the post.

Note:

(i) A candidate, who, after undergoing Survey Training, has discharged the duties of a Firka Supply Officer, or a Special Revenue Inspector, or both, shall be entitled to count his service in each such post, for a period not exceeding six months towards duty as Revenue Inspector in charge of Firka.

(ii) A candidate, who, after undergoing Survey Training, has discharged the duties of a Settlement Inspector doing field work including classification of soil and irrigation sources and miscellaneous enquiries under the Tamil Nadu Estates (Abolition and Conversion into Ryotwari) Act, 1948, or of an Estate Revenue Inspector, shall be entitled to count his service in such post towards duty as Revenue Inspector in charge of a Firka.

(iii) A Settlement Inspector employed on items of miscellaneous work, such as advance compensation work, preliminary enquiries under section 11, 15 and other provisions of the Tamil Nadu Estates (Abolition and Conversion/Ryotwari) Act 1948, and correlation of the old village land registers with the new survey land registers including registry etc., shall be entitled to count his service in such post or a period not exceeding one year towards duty as Revenue Inspector in charge of a Firka.

(iv) A candidate, who, after undergoing Survey Training, has served as a Settlement Inspector as Assisting Settlement Deputy Tahsildars doing field work, shall be entitled to count his service in such post for a period not exceeding one year towards duty as Revenue Inspector in charge of a Firka.

(v) A candidate, who, after undergoing Survey Training, has served as a Chatram Revenue Inspector in Thanjavur District redesignated as Special Revenue Inspector (Chatrams), shall be entitled to count his service in such post for a period not exceeding six months towards duty as Revenue Inspector in charge of a Firka.

(vi) A candidate, who, after undergoing Survey Training, has served as a Special Revenue Inspector for Betterment levy, shall be entitled to count his service in such post for a period not exceeding one year towards duty as Revenue Inspector in charge of a Firka.

(vii) A candidate, who, after undergoing Survey Training, has discharged the duties of a Settlement Inspector doing field work and miscellaneous enquiries under the Tamil Nadu Inam Estates (Abolition and Conversion into Ryotwari) Act, 1963, the Tamil Nadu Lease-Holds (Abolition and Conversion into Ryotwari) Act, 1963, the Tamil Nadu Minor Inams (Abolition and Conversion into Ryotwari) Act, 1963 the Tamil Nadu (Transferred Territory) Ryotwari Settlement Act,

1964, and the Kanyakumari Sreepandaravaka Lands (Abolition and Conversion into Ryotwari) Act, 1964, shall be entitled to count his service in such post towards duty as Revenue Inspector in charge of a Firka and a Settlement Inspector attending to the miscellaneous work under the said Acts, the Tamil Nadu (Transferred Territory) Thiruppuvaram Payment Abolition Act, 1964, and the Tamil Nadu (Transferred Territory) Jenmikaram Payment Abolition Act, 1964, and in the revenue follow up work in the areas coming up for resurvey, shall be entitled to count his service in such post for a period not exceeding one year towards duty as Revenue Inspector in charge of a Firka.

4. Assistants in the Office of the Commissioner of Revenue Administration, other than those in the Commercial Taxes Branch.	Revenue Test, Parts I, II and III.	Within the prescribed period of probation or within two years from the date of appointment to the post as the case may be.
5. Assistants in the Department (excluding the Office of the Commissioner of Revenue Administration and the Revenue Settlement Parties.	1. Revenue Test Parts I, II and III. 2. Revenue Survey Training for a period of not less than four weeks. 3. Service as Revenue Inspector in charge of a firka for a period of not less than two years.	Within the prescribed period of probation or within two years from the date of appointment to the post as the case may be.

Note:

(i) A candidate, who, after undergoing Survey Training, has discharged the duties of a Firka Supply Officer, or a Special Revenue Inspector, or both, shall be entitled to count his service in each such post, for a period not exceeding six months towards duty as Revenue Inspector in charge of a Firka.

(ii) A candidate, who, after undergoing Survey Training, has discharged the duties of a Settlement Inspector doing field work including classification of soil and irrigation sources and miscellaneous enquiries under the Tamil Nadu Estates (Abolition and Conversion into Ryotwari) Act, 1948, or of an Estate Revenue Inspector, shall be entitled to count his service in such post towards duty as Revenue Inspector in charge of a Firka.

(iii) A Settlement Inspector employed on item of miscellaneous work, such as advance compensation work, preliminary enquiries under Section 11, 15 and other provisions of the Tamil Nadu Estates (Abolition and Conversion into Ryotwari) Act, 1948, and correlation of the old village land registers with the new Survey land registers including registry, shall be entitled to count his service in such post for a period not exceeding one year towards duty as Revenue Inspector in charge of a Firka.

(iv) A candidate, who, after undergoing Survey Training, has served as a Settlement Inspector assisting Settlement Deputy Tahsildars doing field work, shall be entitled to count his service in such post for a period not exceeding one year towards duty as Revenue Inspector in charge of a Firka.

(v) A candidate, who, after undergoing Survey Training, has served as a Chatram Revenue Inspector in Thanjavur District redesignated as Special Revenue Inspector (Chatrams), shall be entitled to count his service in such post for a period of not exceeding six months towards duty as Revenue Inspector in charge of a Firka.

(vi) A candidate, who, after undergoing Survey Training has served as a Special Revenue Inspector for Betterment Levy, shall be entitled to count his service in such post for a period, not exceeding one year, towards duty as Revenue Inspector in charge of a Firka.

(vii) A candidate, who, after undergoing Survey training has discharged the duties of a Settlement Inspector doing Field Work and miscellaneous enquiries under the Tamil Nadu Inam Estates (Abolition and Conversion into Ryotwari) Act, 1963, the Tamil Nadu Lease-holds (Abolition and Conversion into Ryotwari) Act, 1963, the Tamil Nadu Minor Inams (Abolition and Conversion into Ryotwari) Act, 1963. The Tamil Nadu Transferred Territory Ryotwari Settlement Act, 1964 and the Kanyakumari Sreepandaravaka Lands (Abolition and Conversion into Ryotwari) Act, 1964, shall be entitled to count his service in such post towards duty as Revenue Inspector incharge of a Firka and a Settlement Inspector attending to the miscellaneous work under the said Acts, the Tamil Nadu (Transferred Territory) Thiruppuvanam, Payment Abolition Act, 1964, and the Tamil Nadu (Transferred Territory) Janmikaram payment Abolition Act, 1964 and in the Revenue follow up work in the areas coming up for resurvey, shall be entitled to count his service in such post for a period not exceecding one year towards duty as Revenue Inspector incharge of a Firka.

6. Fair copying Superintendents in Collectors' Offices.	i) Revenue Test, Parts I, II and III. ii) Revenue Survey training for a period of not less than four: weeks.: iii) Service as Revenue Inspector in-charge for a Firka for not less than two years; and iv) One year's satisfactory service as Assistant.	Within two years from the date of appointment in the post.

Note:

(i) A candidate, who, after undergoing Survey Training, has discharged the duties of a Firka Supply Officer, or a Special Revenue Inspector, or both, shall be entitled to count his service in such post, for the period not exceeding six months towards duty as Revenue Inspector in charge of a Firka.

(ii) A candidate, who, after undergoing Survey Training, has discharged the duties of a Settlement Inspector doing field work including classification of soil and irrigation sources and miscellaneous enquiries under the Tamil Nadu Estates (Abolition and Conversion into Ryotwari) Act, 1948, or of an Estate Revenue Inspector, shall be entitled to count his service in such post towards duty as Revenue Inspector in charge of a Firka.

(iii) A Settlement Inspector employed on item of miscellaneous work, such as advance compensation work, preliminary enquiries under Section 11, 15 and other provisions of the Tamil Nadu Estates (Abolition and Conversion into Ryotwari) Act, 1948, and correlation of the old village land registers with the new Survey land registers including registry etc., shall be entitled to count his service in such post for a period not exceeding one year towards duty as Revenue Inspector in charge of a Firka.

(iv) A candidate, who, after undergoing Survey Training, has served as a Settlement Inspector assisting Settlement Deputy Tahsildars doing field work, shall be entitled to count his service in such post for a period not exceeding one year towards duty as Revenue Inspector in charge of a Firka.

(v) A candidate, who, after undergoing Survey Training, has served as a Chatram Revenue Inspector in Thanjavur District redesignated as Special Revenue Inspector (Chatrams), shall be entitled to count his service in such post for a period of not exceeding six months towards duty as Revenue Inspector in charge of a Firka.

(vi) A candidate, who, after undergoing Survey Training has served as a Special Revenue Inspector for Betterment Levy, shall be entitled to count his service in such post for a period. not exceeding one year, towards duty as Revenue Inspector in charge of a Firka.

(vii) A candidate, who, after undergoing Survey training has discharged the duties of a Settlement Inspector doing Field Work and miscellaneous enquiries under the Tamil Nadu Inam Estates (Abolition and Conversion into Ryotwari) Act, 1963, the Tamil Nadu Lease-holds (Abolition and Conversion into Ryotwari) Act, 1963, the Tamil Nadu Inams (Abolition and Conversion into Ryotwari) Act, 1963. The Tamil Nadu Transferred Territory Ryotwari Settlement Act, 1964 and the Kanyakumari Sreepandaravaka Lands (Abolition and Conversion into Ryotwari) Act, 1964, shall be entitled to count his service in such post towards duty as Revenue Inspector incharge of a Firka and Settlement Inspector attending to the miscellaneous work under the said Acts, the Tamil Nadu (Transferred Territory) Thiruppuvanam, Payment Abolition Act, 1964, and the Tamil Nadu (Transferred Territory) Janmikaram payment Abolition Act, 1964 and in the Revenue follow up work in the areas coming up for resurvey, shall be entitled to count his service in such post for a period not exceeding one year towards duty as Revenue Inspector incharge of a Firka.

7.(a) Superintendents in the Office of the Commissioner of Revenue Administration and Revenue Settlement Parties.	i) Revenue Tests Parts I, II and III. ii) Revenue Survey Training for a period of not less than four weeks. iii) Service as Revenue Inspector in-charge of a Firka for not less than one year.	Within three years from 26th July, 1968.

(1)	(2)	(3)
(b) Assistants in the Office of the Commissioner of Revenue Administration and Revenue Settlement Parties.	Revenue Test Parts I, II and III.	Within three years from 26th July 1968.
8.(a) Superintendents	i) Revenue Tests Parts I, II and III. ii) Revenue Survey Training for a period of not less than four weeks. iii) Service as Revenue Inspector in-charge of a Firka not less than one year.	Within three years from 26th July 1968.
(b) Assistants in the Office of the Director of Settlements, Madras.	Revenue Test, Part I, II and III.	Within three years from 26th July, 1968.
9. Assistants in the Office of the Commissioner of Agricultural Income Tax.	Revenue Tests Parts I, II and III.	Within the prescribed period of probation.

(1)	(2)	(3)
	Land Administration Department	
1. Assistants in the Office of the Commissioner of Land Administration.	Revenue Test Parts I, II and III.	Within the prescribed period of probation or within two years from the date of appointment to the post, as the case may be.
2. (a) Superintendents in the Office of the Commissioner of Land Administration.	i) Revenue Tests Parts I, II and III. ii) Revenue Survey Training for a period of not less than four weeks. iii) Service as Revenue Inspector in-charge of a Firka not less than one year.	Within three years from the 26th July 1968 or Within three years from the date of appointment, as the case may be.
(b) Assistants in the Office of the Commissioner of Land Administration.	Revenue Tests Parts I, II and III.	Within three years from 26th July 1968 or Within three years from the date of appointment, as the case may be.

(1)	(2)	(3)
3.(a) Superintendents in the Office of the Director of Survey and Settlement, Madras.	i) Revenue Tests Parts I, II and III. ii) Revenue Survey Training for a period of not less than four weeks. iii) Service as Revenue Inspector in-charge of a Firka for not less than one year.	Within three years from the 26th July 1968 or Within three years from the date of appointment, as the case may be.
(b) Assistants in the Office of the Director of Survey and Settlement, Madras.	Revenue Tests Parts I, II and III.	Within three years from 26th July 1968 or Within three years from the date of appointment, as the case may be.

Land Reforms Department

Assistants in the Office of the Director of Land Reforms.	Revenue Test Parts I, II and III.	Within the prescribed period of probation or within two years from the date of appointment to the post as the case may be.

(1)	(2)	(3)
	Revenue Settlement Parties	
1. Head Accountants	Account Test for Subordinate Officers, Part I.	Within two years from the date of appointment to the post.
2. Head Clerks	Account Test for Subordinate Officers, Part I and Revenue Test, Parts I, II and III.	Within two years from the date of appointment to the post.
	Rehabilitation Department	
Junior Assistants	Special Test on District Office Manual.	Within the prescribed period of probation or within two years from the date of appointment as the case may be.
	School Education Department	
(i) Head Clerks and Assistants	Deputy Inspector's Test and Account Test for Subordinate Officers, Part-I.	Within two years from the date of appointment to the post.
(ii) Junior Assistant	District Office Manual Test.	Within the prescribed period of probation.

(1)	(2)	(3)
	Social Welfare Department	
Superintendent	District Office Manual Test and Account Test for Subordinate Officers, Parts I and II.	Within three years from the 14th April 1977, if appointed before that date.
Assistant/Accountant in the Grade of Assistant	District Office Manual Test and Account Test for Subordinate Officers, Parts I.	Within three years from the 14th April 1977, if appointed before that date.
Junior Assistant	District Office Manual Test.	Within the prescribed period of probation or within two years from the date of appointment to the post as the case may be or within three years from 14th April 1977, if appointed before that date.
	Department of Ex-Servicemen's Welfare	
1. Junior Assistant	Special Test on District Office Manual.	Within a period of two years from the 19th September 1968 if appointed before that date and within the prescribed period of probation or within two years from

(1)	(2)	(3)
		the date of appointment to the post as the case may be in other cases.
2. Welfare Workers	Special Test on District Office Manual.	Within the prescribed period of probation or within two years from the date of appointment to the post as the case may be.
Stationery and Printing Department		
1. Manager, Stationery Office.	1. Account Test for Subordinate Officers, Part I.	Within two years from the date of appointment to the post.
	2. Stationery and Printing Department Test:-	
	(i) Part A - Stationery Manual Volumes I and II.	
	(ii) Part B - Government Press Office Manual.	Within a period of two years from the 16th November 1957 if appointed before that date and within two years from the

(1)	(2)	(3)
		date of appointment to the post in other cases.
2. Superintendent, Commercial Accounts Section.	1. Account Test for Subordinate Officers, Part I.	Within two years from the date of appointment to the post.
	2. Accountancy (Lower Grade).	
	3. Stationery and Printing Department Test:-	Within a period of two years from the 16th November 1957 if appointed before that date and within
	(i) Part A - Stationery Manual Volumes I and II.	two years from the date of appointment to the post in other cases.
	(ii) Part B - Government Press Office Manual.	
3. Office Manager, Government Press.	1. Account Test for Subordinate Officers, Part I.	

(1)	(2)	(3)
	2. Stationery and Printing Department Test:- (i) Part A - Stationery Manual Volumes I and II. (ii) Part B - Government Press Office Manual.	Within a period of two years from the 16th November 1957 if appointed before that date and within two years from the date of appointment to the post in other cases.
4. Assistants	Stationery and Printing Department Test:- (i) Part A - Stationery Manual Volumes I and II. (ii) Part B - Government Press Office Manual.	Within a period of two years from the 16th November 1957 if appointed before that date and within two years from the date of appointment to the post in other cases.

(1)	(2)	(3)
5. Superintendents	1. Account Test for Subordinate Officers, Part I.	
	2. Stationery and Printing Department Test:- (i) Part A - Stationery Manual Volumes I and II. (ii) Part B - Government Press Office Manual.	Within a period of two years from the 16th March 1965 if appointed before that date and within two years from the date of appointment to the post in other cases.
State Trading Schemes Department		
Audit Assistants	1. Local Fund Audit Departmental Test. 2. Account Test for Subordinate Officers, Part I. 3. District Office Manual.	Within a period five years from the date of appointment as Audit Assistants after the completion of the training referred to in rule 38(c).

Explanation: (1) No audit Assistant shall be eligible for appearing for the Subordinate Account Service Examination unless he has passed the Local Fund Audit Department Test.

Explanation: (2) Audit Assistants who are holders of the degree of B.Com. or B.Com.(Hons) shall not be required to pass the subject "Commercial Book-keeping" included in the Local Fund Audit Department Test.

Statistics Department

Assistants and Junior Assistants	District Office Manual Test.	Within the prescribed period of probation if appointed on or after the 22nd August 1967 and within two years from the date of appointment to the post where no probation is prescribed, and within two years from the 22nd August 1967 if they are probationers on that date.

Transport Department

Superintendents including Selection Grade and Assistants in the Office of the Transport Commissioner, Madras. Superintendents, Head Clerks and Assistants in the Regional Transport Offices.	Account Test for Subordinate Officers, Part I and Departmental Test on the Motor Vehicles Act, 1939 (Central Act IV of 1939), The Tamil Nadu Motor Vehicles Taxation Act,	At one of the four examination held after the 15th July 1954, if they were appointed before that date and at one of the four examinations held after the appointment in other cases.

(1)	(2)	(3)
Accountants.	1974 (T.N.Act 13 of 1974) and the Rules and Notifications made there under.	

Treasury and Accounts Department

Accountants	1. Account Test for Subordinate Officers, Part I and II. 2. Test on District Office Manual.	Within the prescribed period of probation or within two years from the date of appointment to the post as the case may be.

Veterinary Education and Research Department

Assistants and Accountant in the Veterinary Education Department.	Account Test for Subordinate Officers, Part I, and the Departmental Test in the Manual of the Animal Husbandry Department.	Within two years from the date of appointment to the post.

ANNEXURE - VI

(Referred to in rule 35)

TESTS TO BE PASSED, TRAINING TO BE UNDERGONE OR OTHER QUALIFICATION TO BE ACQUIRED BY PERSONS AFTER PROMOTION.-

Members of the Service.	*Tests, Training or Qualification.*	*Period.*
(1)	(2)	(3)
Agriculture Department		
Assistants who have to deal with accounts in the several offices in the Agriculture Department and to whom the provisions of Annexure IV do not apply.	Account Test for Subordinate Officers, Part I, Agriculture Departmental Test and Special Test on District Office Manual.	Within two years from the date of appointment to the post.
Director of Government Examinations		
Assistants who were not full members in that category on the 3rd November 1951.	Account Test for Subordinate Officers, Part I.	Within a period of two years from the 3rd November 1951.
Office of the Commissioner of Civil Supplies and Consumer Protection inclusive of Subordinate Offices under its control		
Assistants	Account Test for Subordinate Officers, Part I and Special Test on District Office Manual.	Within a period of two years from the 31st January 1973 if appointed before that date.

(1)	(2)	(3)
	Electrical Inspectorate	
	Office of the Chief Electrical Inspector to Government	
Assistants	Special Test on District Office Manual.	On or before 30th November 1975 if appointed before the 15th September 1972.
	Fisheries Department	
Assistants	Fisheries Department Test-I.	Within the period of two years from the 31st July 1976 if appointed before that date.
	Adi Dravidar and Tribal Welfare Department	
Assistants in the Office of the Director of Adi Dravidar and Tribal Welfare appointed on or before the 10th July 1968.	Special Test on District Office Manual.	Within the period of two years from, the 10th July 1968. Provided that the person who have passed the Revenue Test Part I need not pass the Special Test on District Office Manual.

(1)	(2)	(3)

Medical Services and Family Welfare Department

Medical Wing:

1. Superintendents, Head Stewards, Managers, Office Superintendents, Accountants and Assistant Lay Secretaries, etc., in the Office of the Director of Medical Services and Family Planning and in the city and mofussil Medical Institutions in the scale of pay of Rs.350-15-425-25-600.	Departmental Test on Tamil Nadu Medical Code.	Within the period of 4 years from the first June 1960, if appointed before that date and in the other cases within the prescribed period of probation and in cases where no probation is prescribed within two years from the date of appointment, as the case may be.
	Special Test on District Office Manual.	Within the period of two years from the 11th January 1971, if appointed before that date and in other cases within the prescribed period of probation and where probation is prescribed within two years from the date of appointment, as the case may be.

(1)	(2)	(3)
2. Assistants including Cash Keeper, Tour Clerk to the Director of Medical Services and Family Welfare and Examiner, Head Clerks, Medical Store-Keepers (Non-Technical), Linen Keeper, Provision Store-Keepers, Hospital Stoppages Clerks etc. in the Office of the Director of Medical Services and Family Welfare in the City and Mofussil Medical Institutions in the scale of pay of Rs.250-10-300-15-450.	Departmental Test on Tamil Nadu Medical Code.	Within the period of 4 years from the last June 1960, if appointed before that date and in the other cases within the prescribed period of probation and in cases where no probation is prescribed within two years from the date of appointment, as the case may be.
	Special Test on District Office Manual.	Within the period of two years from the 11th January 1971, if appointed before that date and in other cases within the prescribed period of probation and where no probation is prescribed within two years from the date of appointment, as the case may be.

(1)	(2)	(3)
	Medical Education Department	
1. Superintendents, Managers, Assistants, Lay Secretaries, Accountants and Head Stewards.	Departmental Test in Tamil Nadu Medical Code.	Within the period of 4 years from the first June 1960, if appointed before that date and in other cases within the prescribed period of probation and in cases where no probation is prescribed within two years from the date of appointment, as the case may be.
	Special Test on District Office Manual.	Within the period of two years from the 11th January 1971, if appointed before that date and in other cases within the prescribed period of probation and where no probation is prescribed within two years from the date of appointment, as the case may be.
2. Assistants, Head Clerks, Medical Store-keepers (Non-technical) Linen Keepers. Cashiers, Head Stewards,	Departmental Test in Tamil Nadu Medical Code.	Within the period of 4 years from the first June 1960. if appointed before that date and in other cases within the prescribed period of

(1)	(2)	(3)
Clerks, Provision Store-keepers, Tour Clerks to the Directors and Cash Keepers other than the Examiner.		probation and in cases where no probation is prescribed within two years from the date of appointment, as the case may be.
	Special Test on District Office Manual.	Within a period of two years from the 11th January 1971, if appointed before that date and in other cases within the prescribed period of probation and where no probation is prescribed within two years from the date of appointment, as the case may be.
Jail Department (including Borstal School)		
Managers, Grade-I and II. Superintendents, Accountant, Assistants, Store-keepers.	Special Test on District Office Manual.	Within the prescribed period of probation or within two years from the date of appointment to the post, as the case may be. Provided that probationers on the 31st July 1968 in all the posts are exempted from passing the said test.

(1)	(2)	(3)
Local Fund Audit Department		
1. Audit Assistants appointed before 1st July 1949.	Local Fund Audit Department Test in all Subjects except those passed before promotion as Audit Assistants.	Within the prescribed period of probation.
2. (i) Audit Assistant appointed on or after the First July 1949 and who had an adequate knowledge or Urdu but not one of the three languages namely, Tamil, Malayalam and Kannada at the time of promotion as Audit Assistants.	Third Class Language Test (Parts B and D only) in one of the three languages namely, Tamil, Malayalam and Kannada.	Within a period of five years from the date of appointment as Audit Assistant.
(ii) Audit Assistants appointed on after the 1st July 1949 and who did not possess an adequate knowledge of one of the three	Third Class Language Test (Parts B and D only) in two of the three languages namely, Tamil, Malayalam and Kannada.	Test in one language within a period of five years from the date of appointment as Audit Assistant and in the other languages before confirmation.

(1)	(2)	(3)
languages, namely, Tamil, Malayalam and Kannada at the time of promotion as Audit Assistants.		
	Port Department	
Assistants	Special Test on District Office Manual.	Within two years from the 30th October 1976, if appointed before that date.
	Revenue Department	
Assistants in the Departments (excluding the Office of the Commissioner of Revenue Administr-ation and Revenue Settlement Parties)	Service as Assistant in a Taluk Office for a period of not less than one year.	Before deputing as Firka Revenue Inspector.
	Social Welfare Department	
Superintendent	District Office Manual Test and Account Test for Subordinate Officers, Parts I and II.	Within three years from the 14th April 1977, if appointed before that date.

(1)	(2)	(3)
Assistants/ Accountants in the grade of Assistant.	District Office Manual Test and Account Test for Subordinate Officers, Part I.	Within three years from the 14th April 1977, if appointed before that date.
Department of Ex-Servicemen's Welfare		
Superintendent/ Accountant and Assistants.	Special Test on District Office Manual.	Within a period of two years from the 19th September 1968, if appointed before that date.
Statistics Department		
Superintendents and Assistants whose age did not exceed 45 years on the 1st April, 1956.	Accounts Test for Subordinate Officers, Part I.	At one of the examination to be held before the 1st December 1957 if appointed before 1st April 1956 and in other cases within the prescribed period of probation and where probation is not required to be undergone, within two years from the date of appointment, as the case may be.

(1)	(2)	(3)
Assistants	District Office Manual Test.	Within the prescribed period of probation, if appointed on or after the 22nd August 1967 and within two years from the date of appointment to the post where no probation is prescribed, and within two years from the 22nd August 1967, if they are probationers on that date.
Survey and Land Records Department		
Assistants whose age did not exceed 45 years on the 7th February 1945 and who had not passed the old Account Test Higher or Lower - or the General Account Test.	Account Test for Subordinate Officers, Part-I.	At one of the first three examinations held after the 7th February 1945.
Transport Department		
Superintendents and Assistants in the Office of the Transport Commissioner, Madras and Superintendents, Head Clerk, and Assistants in the Regional	Departmental Test on the Motor Vehicles Act, 1939 (Central Act IV of 1939), the Tamil Nadu Motor Vehicles	Before the 31st December 1953.

(1)	(2)	(3)
Transport Offices, whose age did not exceed 51 years on the 21st January 1952.	Taxation Act, 1974 (Tamil Nadu Act 13 of 1974) and the rules and Notifications made thereunder.	
Superintendents and Assistants in the Office of the Transport Commissioner Madras, and Superintendents, Head Clerks and Assistants in the Regional Transport Offices, whose age did not exceed 51 years on the 13th March 1952.	Account Test for Subordinate Officers, Part I.	Before the 31st December 1953.

ANNEXURE - VII

[Referred to in rule 38(a)]

Ministerial Establishment of the Special Branch of the Criminal Investigation Department and the Intelligence Section of the Office of the Commissioner of Police.

1. (a) Appointment in the Special Branch of the Criminal Investigation Department and the Intelligence Section of the Office of the Commissioner of Police, shall—

(1) in the case of the Manager, Special Branch of the Criminal Investigation Department, be made by promotion from the category of Assistant Managers in the Special Branch, Criminal Investigation Department and in the case of the Assistant Manager, Special Branch of the Criminal Investigation Department, be made by promotion from the category of Assistant in the Special Branch, Criminal Investigation Department;

(2) in the case of Assistant Manager in the Intelligence Section of the Office of the Commissioner of Police, be made by promotion from the category of Special Branch Assistant in the said Intelligence Section of the Office of the Commissioner of Police;

(3) in the case of Special Branch Junior Assistants/Assistants both in the Special Branch of the Criminal Investigation Department and the Intelligence Section of the Office of the Commissioner of Police be made by direct recruitment or by transfer from the category of Junior Assistant and Assistants of the Police Department.

(b) The appointing authority in respect of the said posts of Manager, Assistant Managers and Assistants in the Special Branch of the Criminal Investigation Department shall be the Deputy Inspector-General of Police, Criminal Investigation Department and in respect of the posts of Assistant Manager and Special Branch Assistants in the Intelligence Section of the Office of the Commissioner of Police, the Commissioner of Police.

(c) (i) no person shall be eligible for appointment by direct recruitment in the said posts of Assistants unless he is a graduate of a University of the State; and

(ii) in the case of appointment by transfer, only Junior Assistants/ Assistants of the Police Department and the Directorate of Vigilance and Anti-Corruption possessing the minimum general educational qualification prescribed in the Schedule to the General Rules who have shown outstanding ability, intelligence and character and have put in a service of not less than 7 years shall be eligible for appointment.

(iii) in the cases referred to in (i) and (ii) above, preference will be given to those who have passed the Government Technical Education in Typewriting and Shorthand at least by the Lower Grade.

(iv) No person shall be—

(1) entitled to the inclusion of his name in the list prepared by the competent authority, of candidates approved for appointment by direct recruitment, if on the first day of July of the year in which the examination on the result of which the list is prepared is held, he has completed or will complete the age of thirty years:

Provided that the age limit aforesaid shall be increased by five years in the case of candidates belonging to the Scheduled Castes or Scheduled Tribes; or

(2) eligible for appointment by transfer if, on the first day of July of the year in which the appointment is made, he has completed or will complete to the age of forty years.

(v) the vacancies in the posts of Assistants in the Special Branch of the Criminal Investigation Department and in the Intelligence Section of the Office of the Commissioner of Police shall be filled in the following proportion.

50 percent by direct recruitment and 50 percent by transfer.

Provided that the post of Assistants in the Special Branch of the Criminal Investigation Department and in the Intelligence Section of the Office of the Commissioner of Police, for appointment, by direct recruitment, shall be filled up only by selection from candidates sponsored by the concerned Employment Exchange.

(vi) the relative seniority of the Assistants who are transferred to the Special Branch of the Criminal Investigation Department and to the Intelligence Section of the Office of the Commissioner of Police as Special Branch Assistants shall be determined by the date of their first appointment in the Special Branch of the Criminal Investigation Department or the intelligence Section of the Office of the Commissioner of Police, as the case may be.

(d) There shall be paid to a probationer appointed by direct recruitment during the first six months of his probation or until he is declared to be fit for work in the Special Branch of the Criminal Investigation Department or as the case may be, the Intelligence Section of the Office of the Commissioner of Police, whichever is later a pay calculated at the minimum of the time-scale applicable to the post.

(e) (i) A person appointed to the post by direct recruitment, shall pass the Government Technical Examination in Typewriting by the Higher Grade within the prescribed period of his probation, unless he has already passed the said examination.

(ii) A person appointed to the post by transfer, shall pass the Government Technical Examination in Typewriting by the Higher Grade within the period of two years from the date of his appointment unless he has already passed the said examination failing which his increment will be postponed without cumulative effect until he passes the said test.

(f) For the purposes of promotion of Assistants to the posts of Assistant Manager and for the purpose of promotion of Assistant Managers to the post of Manager in the Special Branch of the Criminal Investigation Department and for the purpose of promotion of Special Branch Assistant to the post of Assistant Manager in the Intelligence Section of the Office of the Commissioner of Police, the posts of Manager and Assistant Managers shall be treated as Selection Categories.

(g) A person appointed as Special Branch Assistant by direct recruitment shall from the date of which he joins duty, be on probation for a total period of two years on duty within a continuous period of three years.

2. Where a probationer or an approved probationer appointed by direct recruitment in the post of Assistant in the Special Branch of the Criminal Investigation Department or Intelligence Section of the Office of the Commissioner of Police has to be discharged for want of a vacancy, the Director-General of Police or the Commissioner of Police, as the case may be, may notwithstanding anything contained in these rules or the General Rules, appoint him to hold the post of Assistant in any other branch of the Police Department. He shall, while holding the latter post, be paid a monthly pay calculated in the scale of pay applicable to such posts.

3. Every person appointed by direct recruitment to the service as Special Branch Assistant, in the Special Branch, Criminal Investigation Department, Madras, and in the Intelligence Section, Madras City Police shall, at the time of joining service, execute a bond in the form prescribed by the Government, binding himself to serve in the Special Branch, Criminal Investigation Department, Madras / Intelligence Section, Madras City Police for a period of not less than five years failing which he shall repay to the Government a sum of Rs.1,000/- (Rupees One thousand only) or such smaller sum as may have been received in the aggregate by way of emoluments, by him during the period of his employment.

ANNEXURE - VIII

(Referred to in rule 38(b)(i).

Omitted.

ANNEXURE - IX

(Referred to in rule 38(b)(ii)

Appointment - Training and conditions of Service of directly recruited Assistants

1. Appointment to the service may be made in the category of Assistant in the Revenue Department by direct recruitment for employment in the districts.

2.(a) The number of vacancies in any district filled up under Rule 1 shall not exceed in any year one third of the total number of vacancies arising in such district in that year.

(b) subject to sub-rule (a)—

(i) atleast one vacancy shall be filled up by appointment under rule 1—

(I) in each of the districts of Kanyakumari and the Nilgiris every year; and

(II) in the City of Madras, once in two years, and

(ii) atleast two vacancies, shall be filled up as aforesaid in each of the other districts, in every year.

(c) while arriving at the estimate of vacancies in each district temporary vacancies also relating to posts which have been in existence for more than five years shall be taken into account.

3. The Collector of the district concerned shall be the appointing authority.

4. The rule of reservation of appointments (General Rule 22) shall apply to such appointments separately in each district.

5. No person shall be eligible for appointment as Assistant by direct recruitment if he has completed or will complete the age of 26 years on the first day of July of the year in which the selection for appointment is made.

6. No person shall be eligible for appointment as Assistant by direct recruitment unless he possess a B.A. or B.Sc., degree (other than in a professional subject or B.Com., degree.)

7. Every person appointed as Assistant shall be on probation for a total period of two years on duty within a continuous periods of three years.

8. Every person appointed as Assistant by direct recruitment shall be imparted the training as prescribed below:-

Period (1)	*Items of Training* (2)		
i. First three months	1. With Firka Revenue Inspector	:	One Week
	2. Revenue, Divisional Officer's Office.	:	One Week
	3. Collector's Office	:	Two Weeks
	4. Foundation Training at the Civil Service Training Institute, Bhavani-sagar.	:	Two months.
ii. Next one year	In Taluk Office as Assistant dealing with Revenue subjects.		
iii. Next four weeks	In Training in Revenue Survey and maintenance of land records.		
	Provided they have passed the Revenue Tests. Parts I to III.		

Period (1)	Items of Training (2)
iv. Next two years	Firka Revenue Inspectors.
v. Next one year and eight months.	In Collector's Office as Assistant.

9. The Inter-se seniority of the directly recruited Assistants in the districts shall be fixed in the following cyclical order irrespective of the date of their joining duty.

(a) First two vacancies	Persons appointed by promotion.
(b) Third vacancy	Persons appointed by direct recruitment.
(c) Fourth and fifth vacancies.	Persons appointed by promotion.
(d) Sixth vacancy	Persons appointed by direct recruitment.

10. Consistent with his seniority, a directly recruited Assistant shall be eligible for promotion to any selection category posts provided he has put in one year service in the Collector's Office after he has completed the period of training as Firka Revenue Inspector and has also passed the tests, prescribed.

11. For every such person, there shall be reserved a substantive vacancy arising in the permanent cadre of the category of Assistants in the Revenue Department in the District concerned after his appointment. His appointment to a substantive vacancy shall now however, confer on him any preferential claims to promotion.

12. The directly recruited Assistant shall be allowed straight away to draw the minimum of the time scale of pay applicable to Assistants. The training period shall be allowed to count for increment of pay and for promotion.

13. Any person appointed as Assistant by direct recruitment and who is not found suitable for appointment as full member may be appointed to the category of Junior Assistants in the Revenue Department in the district concerned and such appointment shall be deemed to be first appointment to the category of Junior Assistants in accordance with the Special Rules for the Service.

14. Every person appointed as Assistant by direct recruitment shall, execute an agreement in proper form with two sureties binding himself—

(i) to serve in the Revenue Department for a period of not less than two years;

and

(ii) in case he fails to serve as aforesaid, to refund to the State Government the total amount drawn by him as pay and allowances.

ANNEXURE - X

[Referred to in rule 38(b)(iii)]

Appointment, Training and conditions of service of directly recruited Village Administrative Officers

1. Appointment to the service in the category of Village Administrative Officer in the Revenue Department shall be made by direct recruitment;

2. The appointing authority for the post shall be the Revenue Divisional Officer having jurisdiction over the concerned Village;

Explanation,- For the purpose of this rule, "Revenue Divisional Officer" includes Personal Assistant (General) to the Collector of Madras;

3. The rule of reservation of appointments (General Rule 22) shall apply for appointment to the post by direct recruitment treating each district as a separate unit;

4.(a) No person shall be eligible for appointment to the post by direct recruitment,—

(i) unless he has completed 21 years of age on the first day of July of the year in which the selection for appointment is made; and

(ii) if he has completed or will complete 30 years of age on the first day of July of the year in which the selection for appointment is made:

Provided that in the case of a person belonging to a Backward Class or a Scheduled Caste and Scheduled Tribe, the upper age limit shall be 40 years;

Provided further that the above age limit shall not apply for appointment as Village Administrative Officers by direct recruitment from among the Ex.Village Officers through State Level Screening Committee or to the Ex.Village Officers who have already been absorbed as Village Administrative Officers as per the decisions of the High Court, Madras.

(b) No person shall be eligible for appointment to the post by direct recruitment unless he possesses the minimum general educational qualification prescribed in rule 12(a)(i) and Schedule I in Part II of the Tamil Nadu State and Subordinate Services Rules.

5.(a) Every person appointed to the post shall furnish a cash security of Rs.2,000 (Rupees two thousand only) within a period of one month from the date on which he joins duty:

Provided that a person belonging to a Backward Class shall furnish a cash security of Rs.1,000 (Rupees one thousand only) within a period of one month from the date on which he joins duty:

Provided further that a person belonging to a Scheduled Caste or Scheduled Tribe shall not furnish a cash security;

(aa) The cash security shall be deposited in the Post Office;

Savings Bank pledged to the Collector of the District concerned; Provided that the Pledge of the security deposit in the Post Office Savings Bank account shall be released to him by the Collector in the event of his resignation, retirement, transfer from the category of Village Administrative Officer, dismissal or removal from service and to his legal heirs, in the case of his death, after deducting the Government dues, if any.

(b) Failure to furnish such cash security as contemplated in the above sub-rules shall render a person liable to be discharged from service.

6. Every person appointed to the post by direct recruitment shall, from the date on which he joins duty be on probation for a total period of two years on duty within a continuous period of three years.

7.(a) Every person appointed to the post shall,—

(i) undergo training for a period of not less than one month in Survey at Government cost and pass the test in Survey conducted by the Survey Department of the Government of Tamil Nadu at the end of the training. If he fails to pass the test in the first attempt, he shall undergo the training for the second time by availing himself of leave

without pay and allowances and pass the test at the end of the Training. If he fails to pass the test for the second time also, he shall undergo the training for the third time by availing himself of leave without pay and allowances and pass the test at the end of the training. If he fails to pass the test in the third attempt also, he shall be discharged from service forthwith;

(ii) undergo training for a period of not less than six weeks in Village Administration at Government cost after he passes the test in Survey mentioned in clause (i) and pass the test in Village Administration at the end of the training. If he fails to pass the test in the first attempt, he shall undergo the training for the second and the third time subject to the same conditions mentioned in clause (i). If he fails to pass the test in the third attempt also, he shall be discharged from service forthwith;

(b) Every person appointed to the post shall undergo the training in Survey and Village Administration for the period specified;

(c) Every person appointed to the post shall be paid the minimum of the time scale of pay for the post and the eligible allowance including House Rent Allowance during the period of training for the first attempt mentioned in clauses (i) and (ii) of sub-rule (a). The period of training shall count for probation and increment;

(d) Every person appointed to the post shall execute a bond agreeing to reimburse to the Government the pay and allowances drawn by him during the period of trainings and the cost of such trainings if he is eventually discharged for not passing the tests at the end of the trainings mentioned in sub-rule (a). If he fails to reimburse the pay and allowances drawn by him during the period of trainings and the cost of the trainings, such pay, allowances and cost of the trainings shall be recovered as an arrear of land revenue under the provisions of the Tamil Nadu Revenue Recovery Act, 1864 (Tamil Nadu Act II of 1864).

8.(a) Every person appointed to the post shall, within the period of probation, pass the following special tests, namely:-

i) Powers and duties of Village Administrative Officers;

ii) Village sanitation; and

iii) Manual of Village Accounts.

If such person fails to pass the said tests within the period of probation, he shall be discharged from service forthwith.

9. Every person appointed to the post shall be liable to be to any place.—

i) within the division by the Revenue Divisional Officer;

ii) within the district by the District Collector; and

iii) on administrative reasons, outside the district by the Commissioner of Revenue Administration.

10. Every person appointed to the post shall reside in the village under his charge and shall continue to reside in the said village so long as he holds the post.

ANNEXURE - XI

[Referred to in rule 38(b)(iv)]

Appointment and conditions of service of Manager, Assistant Manager and Special Assistant in the Directorate of Vigilance and Anti-Corruption:

1. Appointment to the posts specified in column (1) of the Table below shall be made by the methods specified in the corresponding entries in column (2) thereof:-

THE TABLE

POSTS	METHOD OF RECRUITMENT
1. Manager	Promotion from the category of Assistant Managers in the Confidential Branch of the Directorate of Vigilance and Anti-Corruption.
2. Assistant Manager	Promotion from the category of Special Assistants in the Confidential Branch of the Directorate of Vigilance and Anti-Corruption.
3. Special Assistant.	(i) Promotion from the category of Assistants in the Confidential Branch of the Directorate of Vigilance and Anti-Corruption; or (ii) Promotion from the category of Assistants in the Police Department; or (iii) Transfer from the category of Superintendents in the Confidential Branch of the Directorate of Vigilance and Anti-Corruption; or

(iv) Transfer from the category of Superintendents in the Police Department.

2. The appointing authority in respect of the category of Special Assistant shall be the Deputy Director of Vigilance and Anti-Corruption and in respect of the categories of Assistant Manager and Manager shall be the Director of Vigilance and Anti-Corruption.

3. No pèrson shall be eligible for appointment to the post of Special Assistant unless he possesses the following qualifications, namely:-

(a). in the case of appointment by promotion:-

(i) Must have served for a period of not less than four years in the category of Assistant;

(ii) Must not have completed the age of forty years on the 15th March of the year in which the selection for appointment is made;

(iii) Must possess the Minimum General Educational Qualification is prescribed in Schedule I to Part II of the Tamil Nadu State and Subordinate Services Rules;

(iv) Must have passed the Government Technical Examinations in Tamil and English Typewriting both by the Higher Grade:

Provided that, other things being equal, preference shall be given to persons who, in addition, have passed the Government Technical Examinations in Shorthand.

(b) In the case of appointment by transfer:—

(i) Must not have completed the age of forty-eight years on the 15th March of the year in which the selection for appointment is made; and

(ii) Must possess the minimum general educational qualification as prescribed in Schedule I to Part II of the Tamil Nadu State and Subordinate Services Rules.

4. The categories of Special Assistant, Assistant Manager and Manager shall be considered as Selection categories and appointment by promotion to these categories shall be made on grounds of merit and ability, seniority being considered only where merit and ability are approximately equal.

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